

Prospect Point Clubhouse Rental Information *

Clubhouse Address

2904 Rivercliff Drive,
Villa Hills, KY 41017

Clubhouse Manager

Rhonda Laws
2706 Wesley Dr.
Villa Hills, KY 41017- 1041
Home – 859.426.0973
Email – rnrlaws@aol.com

Clubhouse Rental Board Liaison

Bryan Cash
Home – 859.609.4471
Email – bryancash@zoomtown.com

Please Make Checks Payable To:

"PPHOA"
Mail or deliver to: Rhonda Laws
2706 Wesley Dr.
Villa Hills, KY 41017-1041

*(Please call Rhonda Laws to ensure your requested date is available prior to submitting the Clubhouse Rental Agreement. Both checks and the *signed* Agreement **must** be received by the Clubhouse Manager **at least 14 days** prior to your event or your rental is subject to forfeiture.)*

In Case of Emergency:

Police / Fire – 911
Rentz Management – 859.581.4815
Bryan Cash – 859.609.4471

Event cancellations MUST be received at least two weeks prior to your scheduled event in order to receive a full refund.

*** Your homeowner account must be in good standing in order to rent the clubhouse. Reservations will NOT be accepted for delinquent accounts.**

Prospect Point Rental Information – Continued

The Prospect Point Clubhouse is available to provide a facility for community social activities (e.g., parties, receptions, showers, celebrations of life). Events of a commercial, fund-raising, political, or religious nature are not permitted. It can be rented ***ONLY*** by the homeowner of record in Prospect Point and the receipt and approval of the attached Rental Agreement application by the Association (through the Clubhouse Manager).

Applicants must be at least 21 years of age and reservations are taken on a "first come, first served" basis upon receipt of the rental payment. The homeowner of record on the application ***must be present*** during the entire event.

The total clubhouse rental cost is \$350.00 per event consisting of a \$150.00 usage fee and a separate \$200.00 security deposit. Payment of the rental cost is accepted by check only, from the actual homeowners (made payable to PPHOA), and should be made with 2 separate checks. The \$150.00 usage fee is kept by the Association and the \$200.00 security deposit will be returned to the homeowner immediately after a thorough post-rental clubhouse inspection, provided there is no damage. If there is damage identified, the Property Management Committee has the final decision as to the amount of funds that will be returned.

Clubhouse Rules & Regulations

- The Clubhouse Manager, who is representing the Association, has eminent responsibility and authority over *all* rentals and events.
- The rental limit is for a 24 hour period unless rental fees are paid for additional days.
- Keys are provided with instructions at the time of pre-event inspection and must be returned at the post-event inspection, both of which are scheduled with the Clubhouse Manager and homeowner.
- Renters have access to the clubhouse at 10 a.m. the day of the event and it must be cleaned and available no later than 10 a.m. the day following the event.
- Total guest accommodation is limited to 99 individuals per fire department building occupancy regulations.
- Tents are allowed on the grass in the back of the clubhouse *only* with an approved clubhouse rental. NO tents are allowed on the deck. Tents must be removed at the conclusion of the event and not allowed to remain overnight without express PPHOA approval.
- A DJ or band hired for an event must set up *inside* the clubhouse.
- The use of smokers / grills / roasters must be approved by the clubhouse manager and must be set-up in the clubhouse parking circle or in the grassy areas at least 20 feet away from the clubhouse and deck.
- Rental of the Clubhouse does not include usage of the Prospect Point pool. Any attempt to include the pool in any rental is prohibited.
- *Vehicles may not be driven across the grass* and parked at the clubhouse to *unload or load*.
- Guest parking is allowed in designated spaces only. Approximately 26 spaces are available in the clubhouse parking lot. If the number of vehicles expected exceeds this amount, additional overflow parking can be made along Rivercliff Road on the lake side only. Parking on the grass or the residential parking areas is strictly prohibited. Improper or illegally parked cars may be towed at the owner's expense. Alternatively, arrangements may be made to utilize the parking lot at River Ridge Elementary located at 2722 Amsterdam Road, Villa Hills (859-341-5260) and shuttling attendees the short distance between locations.

Clubhouse Rules & Regulations – (continued)

- Tables and chairs are not to be moved between floors without express PPHOA approval. The folding tables and chairs may be taken outside, but must be kept on the deck or patio.
- Banners, signs, and decorations are **not to be adhered** to any painted surfaces. Usage of nails, hooks, or tacks is strictly prohibited.
- Confetti, Silly-String®, Play-doh®, Orbeez® (i.e., gel beads), children's paints or soap bubbles are NOT allowed.
- NO HOT plates, pans, bowls, etc. may be placed on the counter surfaces without the use of a trivet or potholder.
- No open flames (e.g., candles, portable fireplaces, tiki-torches) are allowed in the clubhouse or deck area.
- **SMOKING is prohibited anywhere inside** the clubhouse.
- Profanity, loud, and abusive language is prohibited.
- Noise should be kept to a minimum and the event must end by 2:00 a.m.
- Various lights in the center of clubhouse including the entryway and stairs are controlled by a photoelectric sensor. They do not come on until it is sufficiently dark. Also, if your event ends after dark you cannot turn these lights off. At the conclusion of your event, if you have turned off all light switches any lights that remain on are controlled by a photoelectric sensor.
- **Prospect Point does not have cleaning staff.** Therefore renters are expected to clean and help maintain the clubhouse after their event for the benefit of all homeowners' future use and enjoyment. A **Clubhouse Cleaning Checklist** list is given to all renters as part of the Clubhouse Rental Agreement. Failure to comply with these cleaning requirements may result in the forfeiture of a portion of the deposit or additional charges may be incurred.
- The renter is responsible for furnishing paper towels, cleaning cloths, and *strong* plastic trash bags to utilize in disposing of all trash after the event. (It's a good idea to bring a few more supplies than you think you'll need.) Cleaning liquids, mop, brooms and a vacuum will be provided. **OPTIONAL:** For an additional flat fee you may make advance arrangements at the time of rental for the Clubhouse Manager to clean the clubhouse for you after your event. A separate check for the additional cleaning services should be made payable to Rhonda Laws. However, contracted cleaning services will not remove your liability for any damage to the clubhouse.
- The clubhouse windows, if opened, must be closed at the end of the event, all doors locked and the clubhouse alarm reset.
- After your event the Clubhouse Manager will arrange to collect the keys and perform a walk-through with the renter. Your deposit check will be returned at that time provided the clubhouse and grounds are found to be in the same condition prior to the rental. Any Repair/Replacement cost(s) will be deducted from your deposit. (See Rental Agreement)

These Rules were put in place for the benefit, security, and safety of all Prospect Point homeowners and are part of the Clubhouse Rental Agreement. We encourage you to ask any questions regarding these Rules & Regulations with the Clubhouse Manager prior to your event.

Prospect Point Rental Cleaning Checklist

After your event the following cleaning tasks should be performed to ensure the clubhouse is fully restored to its pre-rental condition and available for the next homeowner event.

KITCHEN AREA

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- Any leftover food items and containers from the clubhouse refrigerator were taken or thrown away. ☐
- Stove burner wells, oven, inside/outside of the microwave and refrigerator have been cleaned and wiped down. ☐
- All countertops and sink were wiped clean utilizing the cleaning materials provided. [**NOTE: DO NOT USE ANY TYPE OF ABRASIVE CLEANER**, (e.g., Ajax®, Comet®, Bar Keepers Friend®, Soft Scrub®) on the CORIAN® (Gray) SURFACES (i.e., counters, portable bar-counter and fixed wall counters)]. ☐
- The garbage disposal was run one last time with cold water to remove any remaining food debris to avoid clogging and odors. ☐
- The kitchen floor was hand-wiped at minimum or mopped if necessary. ☐

BATHROOM AREAS

- Garbage was emptied including the small canisters in the women's restroom. ☐
- Toilets were cleaned and wiped down including the urinal in the men's restroom (*leave lids up*). ☐
- Mirrors and sinks were wiped down to remove debris, soap splatters and streaks. ☐
- Floors were swept (or mopped if needed). ☐

OTHER CLUBHOUSE AREAS

- The entry area floor was swept and also hand-wiped of all debris and footprints (or mopped as needed.) ☐
- Walls were checked for hand/footprints and spills/spatters and cleaned as necessary. ☐
- *Front and back-door glass was cleaned inside and out. All other windows were cleaned of fingerprints inside (and out if accessible and prints were observable) including the loft and lower level (if utilized).* ☐
- All permanent tables were wiped down to remove all debris. (DO NOT use abrasive cleaners.) ☐
- All folding tables and chairs were cleaned as necessary and neatly returned to the storage room. ☐
- Any clubhouse furniture moved to accommodate event activities was placed back in their original location(s) and cleaned as necessary, straightened, and pillows properly affixed. ☐
- The carpet and stairs were checked and cleaned of ALL spills and stains and then vacuumed or swept which included the lower level and loft areas (if utilized). The vacuum provided was emptied when finished. **NOTE:** There is a \$50 minimum charge for carpet left dirty and/or stained). ☐
- If the clubhouse television was utilized it has been changed back to cable mode and the remote left on the end-table. ☐
- **ALL trash** from the event (including kitchen and bathroom garbage, the deck, the surrounding grounds, the clubhouse and the parking lot) was bagged in strong plastic bags and disposed of in the Prospect Point dumpster located at the end of Silo Lane. The bags were not left in the clubhouse or outside the door to prevent odors and insects inside the clubhouse or animals from tearing into and strewing garbage on the grounds. ☐
- If it was utilized, the "Private Party" sign placed at the bottom of outside deck steps at the conclusion of the event was brought inside and stored in the closet. ☐
- A final walk-through will be made by the Clubhouse Manager with the renter. ☐

Prospect Point Clubhouse Rental Agreement

Renter Information:

Name: _____

Address: _____

Home Phone: _____ Work/ Cell Phone: _____

Email Address: _____

Date of Planned Event(s): _____

Type of Event: _____

Number of Expected Guests**: _____

By signing this agreement, I attest to and confirm that I have read and understand all rules and regulations governing my rental of the Prospect Point Clubhouse. I further accept and will adhere to all said rules and regulations, releasing Prospect Point from any liability and responsibility during time of rental and guest attendance. I also understand and agree, if repair and/or replacement costs exceed my deposit, I am liable for the amount due, to be paid promptly upon receipt of a bill from the Prospect Point Homeowners Association (PPHOA). Failure to pay gives the PPHOA the right to suspend my community member privileges as well as file an assessment lien on my unit for charges accrued, including attorney fees. This lien may be enforced by foreclosure if payment is not received within 30 days of filing.

Renter's Signature: _____ Date: _____

Accepted By (Prospect Point Clubhouse Manager): _____

Acceptance Date: _____

Final Inspection Date: _____

*** Cannot exceed 99 individuals per fire department building occupancy regulations.*