

CHESHIRE FOREST HOMEOWNERS ASSOCIATION  
5849 Harbour View Blvd, Suite 200, Suffolk, VA 23435  
757-484-0759 | 757-484-3217 Fax

## CHESHIRE FOREST CLUBHOUSE RENTAL PROCEDURES

1. Upon receipt of notice of Association and / or Committee events, the Assistant will post the reservation to both the internal calendar and the website calendar. All rentals are on a first come, first serve basis. NO DOUBLE BOOKINGS ARE PERMITTED.
2. Clubhouse rentals are allowed for Cheshire Forest owners (in good standing) only. All deposit and / or rental checks must be drawn on the reserving owner's account only. (**REMEMBER:** All communication will be with the Cheshire Forest Resident only. Prior to any rental acceptance, the administrative assistant will ensure the resident is in good standing (account is current). No rental agreement, checks, or any other arrangements will be accepted or made for any person except for a Cheshire Forest homeowner. All checks, correspondence and exchange of keys must occur only with residents.)
3. Upon verbal receipt of a potential clubhouse reservation, the administrative assistant in charge of the calendar must send a blank rental application immediately.
4. The signed contract and full rental fee must be received prior to confirming the date of the reservation. Once the signed contract and check is received by UPA, the following will be done by the administrative assistant:
  - a. The reservation will be confirmed in writing to the owner. The manager will be copied on the email. The confirmation will include the homeowners' name, address, date of reservation, time of reservation along with a reminder that the owner must remain in good standing (current with assessments) and call the UPA office a week prior to the event to make arrangements to pick up the key. Note the confirmation on the application.
  - b. The Cheshire Forest website calendar will be updated (both pool and clubhouse reservations).
  - c. Effective January 2014, Security Deposits will be paid when the key is picked up. Make copies of both checks, keep \$500 deposit with rental agreement and give \$200 check to receptionist to log in for accounting.
  - d. Once confirmed, any communication regarding the rental should be in writing (email will suffice). No changes to date and time of rental, etc. will be considered as valid unless made in writing.
  - e. A security deposit of \$500.00 will be brought to UPA at the time the key is picked up and will be held in the office until the post event inspection has been completed.
5. A copy of the rental calendar will be maintained on the Smartstreet Cheshire Forest website.
6. Following rental, the clubhouse will be inspected for damages. Security Deposits are to be mailed back unless the owner is being charged for damages.
7. If a homeowner cancels their rental; the following applies: If the cancellation is made 30+ days in advance of the reserved date, the homeowner will be refunded their rental fee. If cancellation is made less than 30 days prior to the event, the owner's rental fee will be forfeited unless the clubhouse is re-rented to another owner for the same day.
8. Failure to return rental keys to the management company will result in additional charges to the owner to cover the costs to rekey the clubhouse up to \$500.00.

Note: Reservations are never to be "penciled in" and none are to be considered as confirmed until the prospective renter has received a confirmation in writing from the administrative assistant.