

### *Guidelines for Clubhouse Rental*

- The clubhouse is available for rental to homeowners of Princeton Walk HOA, The Woods and The Preserve whose HOA maintenance account is current.
- The upper floor of the clubhouse is available for renters use. Use of the lower level, gym, or pools is not permitted under any circumstances.
- Renters are responsible for the conduct of and damage caused by their guests.
- The facility must be left in the same condition as it was at during the pre-event inspection.
- At the end of your event, trash and recycling must be removed from the premises and disposed of in the dumpster at the end of the parking lot. The kitchen must be cleaned, rugs vacuumed, fireplace room tables cleaned and bathrooms neatened. There are trash bags and a vacuum in the pantry for your use, but we do not provide cleaning supplies. Large stains should be removed from the carpet.
- Chairs must be stacked on the carts and returned to the kitchen. Coat rack must be returned to its original location. Tables must be folded up and returned to the pantry. **PLEASE LOCK THE PANTRY.**
- Rental fee is \$200.00 for a **rental period of seven hours between 10AM and 11PM, including set up and cleanup.** Security deposit is \$250.00, refundable within two weeks if clean up is adequate and no damage is noted. Separate payments are required, and must be in the form of a bank check or money order.
- You will need to provide a certificate of insurance, indicating you have minimum liability coverage on your homeowner's insurance policy of \$100,000.
- Rentals can be scheduled on Saturdays or Sunday until 11:00pm. Rentals may extend beyond 11:00pm; however you must make arrangements with the Recreation Manager at least five days prior to your event. Otherwise, clean up and inspection must be completed and you must exit the building no later than 11pm. **THE SECURITY SYSTEM IS AUTOMATICALLY ACTIVATED AT 11:15 PM.**
- **An additional fee of \$35.00 per hour applies after 11pm.**
- **Alcohol is NOT PERMITTED** at any Princeton Walk Recreation Center event. Use of alcohol will result in *forfeiture of your security deposit of \$250.00.*
- **All payments, rental agreements and insurance certificates are due ten business days prior to the scheduled event.**

Please contact the Princeton Walk Recreation Center at 732-274-2795 or [pwalkrec@comcast.net](mailto:pwalkrec@comcast.net) if you have any questions.

**PRINCETON WALK RECREATION VILLAGE  
CLUBHOUSE RENTAL FORM**

I am interested in renting the clubhouse on:

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

REASON FOR RENTAL: \_\_\_\_\_

I \_\_\_\_\_, agree to personally indemnify and hold harmless the Princeton Walk Recreation Village, Princeton Walk Homeowners Association from all damage, injury and liability caused or resulting from my use, any my guests use, of the Clubhouse facilities. I agree to abide by all the rules and regulations established by the Recreation Committee and The Board of Trustees, a copy of which is acknowledged, and will ensure that my guests abide by those rules and regulations. I understand that any damage not noted on a pre-usage walk through shall be deemed to have been caused solely by my guests or my use of the facility. I shall be responsible for the cost of repair or replacement of any damage and will return the facility to the same condition as it was in prior to when I used the Clubhouse for my private function. I understand that my deposit will be kept if I interfere with the Saturday morning yoga class. I further understand that the \$250.00 deposit previously given shall be used to cover the cost of such damage and any additional cost or failure to pay the full amount of the damage, shall constitute a lien on my property to the extent that the cost of damage remains unpaid.

**I have read the attached rules and regulations with regard to renting the clubhouse and agree to abide by the terms therein.**

\_\_\_\_\_  
Signature of homeowner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

**I have attached herein a Certificate of Insurance from my homeowner's insurance company, which shows proof of a minimum of \$100,000 in liability coverage, which will also extend to a location of temporary rental, with Princeton Walk Recreation Village named as an additional insured.**

**\*\*ALL CLUBHOUSE RENTALS MUST BE SECURED 10 DAYS PRIOR TO THE DATE OF THE EVENT\*\*\***

**PRINCETON WALK RECREATION VILLAGE  
CLUBHOUSE USE PACKAGE**

The Clubhouse is available to members of the Association, who are current with their maintenance fees, and to unit renters, who have properly executed leases with unit owners, for private functions subject to the following conditions:

- 1) The Clubhouse is available for private functions on the weekend which includes Friday evening, Saturday and Sunday, until 11:00 PM. The hours may be extended up until 2:00 AM for an additional fee. **The rental period shall not exceed seven (7) hours in duration; this includes set-up and clean-up.**
- 2) Residents must set up for their function after Saturday morning yoga class has ended.
- 3) Only three private events may be scheduled per unit address per year.
- 4) All reservations must be made and deposits paid at least TEN (10) days in advance and no more than six (6) months in advance
- 5) The swimming pools, exercise room, basketball and tennis courts will not be available for private events. Violations will result in forfeiture of the security deposit.
- 6) The Clubhouse shall be left in the same condition as it was prior to the rental. It shall be the responsibility of the member to ensure that it is cleaned up and all garbage is removed from the premises. Please note there is a recycling container that must be used in accordance with the mandatory recycling policy of S. Brunswick Township.
- 7) Prior to the commencement of the private function, the Association member and a Representative of the Association shall inspect the Clubhouse and make note of any damage found, on the walk through list. Any damage not noted on this walk through shall be the responsibility of the Association Member as set forth herein. Both the member and the Association must sign the walk through list.
- 8) Immediately following the function, the Association Representative and the Association member who rented the Clubhouse shall re-inspect the Clubhouse. Please note the homeowner/renter shall be responsible for any damage not previously noted on the walk through.

- 9) All persons attending the private function shall park only in the Clubhouse parking area.
- 10) The member shall be responsible for securing the Clubhouse upon the termination of the function. This requires that the member physically inspect all windows and doors to ensure that they are locked.
- 11) Tape is not permitted on the walls or ceiling of the clubhouse.
- 12) The member renting the Clubhouse will be responsible for ensuring that guests conduct themselves in a proper fashion and in a manner that will not disturb the use of other Association facilities and common elements by other members and guests of other members. A guest is considered anyone whom the member allows to enter the Clubhouse during his/her use of the Clubhouse.
- 13) The member will not use the Clubhouse for any purpose or activity prohibited by law.
- 14) Speakers are not permitted on the outside deck. They must be kept inside and set at a volume which will not disturb other residents.
- 15) **Alcoholic beverages are NOT permitted. Residents found to be in violation of this rule will forfeit their security deposit.**
- 16) If the function is primarily for children and teenagers, there must be an adequate number of adults for supervision.
- 17) The parties have indicated their acceptance of the terms contained above, by signing this agreement, and also certifying that they are unit owners/renters.
- 18) The member agrees to indemnify, defend and hold harmless the Association from any liability for the member's use of the Clubhouse including, but not limited to, damage to person or property. This specifically includes any liability from pool and exercise room use, which is prohibited.
- 19) The member shall receive a copy of these rules and must acknowledge his/her agreement to abide by the terms therein, as well as personally indemnify and hold harmless the Association for all damage to the Clubhouse as set forth in the following manner (See attached Clubhouse Rental form for signature).

- 20) The member must provide a **Certificate of Liability** Insurance showing proof of personal liability insurance in the amount of \$100,000 or more, before the rental will be allowed. This Certificate of Insurance must name Princeton Walk Homeowners Association as an additional insured.
- 21) Upon confirmation of said rental, a **\$250.00 security deposit made payable to "Princeton Walk Homeowners Association" will be required.** A refund check will be mailed to the renter within two weeks, provided that there is no damage to the Clubhouse facility, the facility has been left clean and all rules have been followed. The cost of repair or replacement shall constitute a lien on the member's property and may be collected as set forth in the Association By-Laws.
- 22) A non-refundable **rental charge of \$200.00** (plus an additional \$35.00 per hour, for rentals of between 11:00PM and 12:00 midnight) shall be collected. **Personal checks will not be accepted for the security deposit or rental. They must be either a Money Order or a bank check, made payable to Princeton Walk Homeowners Association.**
- 23) The person designated to perform your pre-and post event inspection will review provide an informational sheet on the day of your event. It will provide his/her contact information, as well as guidelines for use of the recreation facility. Please ask if you have any questions concerning any information contained in the informational sheet or this rental agreement.