



GHENT SQUARE COMMUNITY ASSOCIATION  
852 Mowbray Arch, Norfolk, VA 23507 | (757) 627-5757  
lrattan@communitygroup.com | www.ghentsquare.net

## Ghent Square Community Association Rental Agreement

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Event: \_\_\_\_\_

Date and time(s) of event: \_\_\_\_\_

1. The GSCA member must be present during the event and is responsible for all aspects of the rental agreement, including the Agreement signing, the rental fee, cleaning and security costs. The \$100 rental fee and all costs related to cleaning and/or damage will be applied to the member's GSCA account. Clubhouse rental is available for up to four hours.
2. You voluntarily assume all risks of loss, damage or injury (including death) that may be sustained by you, your guests or the property while on said premises.
3. You agree to release, hold harmless and indemnify GSCA from all claims or liabilities arising out of your use of the premises or any activities conducted thereupon or in conjunction therewith. This release shall be binding upon your heirs, next of kin, executors and administrators.
4. You agree that there will be no smoking in the building or within the fenced area of the pool.
5. You agree to pay for repairs of any damage resulting from your entry upon or use of the subject premises.
6. It is understood that the GSCA will not assume responsibility for or reimburse you for any of the expenses involved for the activities conducted on said premises.
7. You agree to return the premises to its original state, free of litter or debris.
8. You agree to obtain the necessary A.B.C. license if alcohol (beer, wine, and liquor) is to be served.
9. You have read, understand and agree to abide by the attached pool or clubhouse use guidelines.
10. Alarm is automatically activated between 10:46 pm - 4:00 am. All functions must end by 10 pm. A fine of \$100.00 will be charged to the homeowner if the alarm is activated accidentally. You agree to assume any cost incurred due to misuse of the alarm system.

Indicate your acceptance of terms and conditions outlined above by signing below:

\_\_\_\_\_  
Homeowner or Affiliate Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant's Signature

\_\_\_\_\_  
Date



## CLUBHOUSE RENTAL GUIDELINES

The clubhouse is available for private social use by Ghent Square residents and affiliate members for up to four hours. The clubhouse may be used for meetings, classes, etc. upon approval of the Board of Directors and by prior arrangement with Associa Community Group management. A member must sign the Rental Agreement and they must attend the event in its entirety.

### Charges:

1. The clubhouse rental fee is \$100.00 for a private event. The rental fee, along with cleaning repair and security costs will be charged to the homeowner or affiliate's account. Homeowner has agreed to be held financially responsible for their tenant's use of the clubhouse.
2. Fee is waived for Ghent Square sponsored events and functions approved by Board of Directors.
3. Clubhouse occupancy is limited to 40 people.
4. Smoking is not permitted inside the building. Any violation will result in a \$100 charge.
5. Please complete the Clubhouse Inspection Checklist before and after the event and return the facility to its original condition. Any damages to facility or furnishings will be paid for by the homeowner or affiliate and may result in loss or suspension of rental privileges.

### Unlocking and Entering the Clubhouse

1. Acquire a security front door code from the community manager before the day of the event.
2. Enter your five-digit code \_\_\_\_\_ on the keypad followed by the # sign.
3. The door will automatically unlock and you simply pull open the door.
4. The front door remains locked 24-hours a day. Please do not prop open the front door for your guests. You are welcome to share your secure code with your guests.

### Exiting:

1. The front door will automatically lock behind you.
2. Secure the back door.
3. Alarm automatically activates at 10:46 pm.

### Thermostat:

To control the AC/Heat in the evenings or on weekends you must press "warmer" or "cooler" to the desired temperature and then press the "hold temp." At the end of your function press "run program." (This automatically resets the thermostat.)

### Notes:

In case of false alarm, call 804-747-9242. To turn off the alarm, go to the red box by the front desk. Turn the key horizontally, push "Silence" and then "Reset". Once reset, turn the key vertically. Contact the community manager at (757) 627-5757 or HOA Board President Steve Roche at (248) 761-8481. If you have an emergency, call 911.



GHENT SQUARE COMMUNITY ASSOCIATION  
852 Mowbray Arch, Norfolk, VA 23507 | (757) 627-5757  
lrattan@communitygroup.com | www.ghentsquare.net

## CLUBHOUSE INSPECTION CHECKLIST

Before your event, inspect the clubhouse, note damage, take photos, and send to Associa Community Manager. This includes dirt or stains on furniture, counters, floors, etc. NOTE: Please do not set plates, cups or food on couches or window seat or touch white sound panels on walls.

RESIDENT CHECKOUT LIST	YES	COMMENTS
Is the clubhouse clean?		
Are the kitchen counters and sink clean?		
Are the fridge and stove clean?		
Are tables, chairs, couches, and window seat clean?		
Are floors swept, mopped and/or vacuumed?		
Are party decorations attached to walls or ceiling?		
Is furniture placed in original locations?		
Has garbage been taken out to dumpsters?		
Are lights turned off and thermostat set at 70 auto?		
Is the backdoor locked?		

I understand that if all the above items are not completed, I will be charged a \$100 minimum cleaning fee. I understand I will be held liable for any damages to clubhouse and furnishings in the clubhouse. If any doors are left unlocked, I will be responsible for any vandalism or theft after checkout.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Event: \_\_\_\_\_ Date/time: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Homeowner ☐ Tenant ☐ Affiliate Member