

# NORTHWOODS CLUBHOUSE RENTAL

## RENTAL GUIDELINES

- ◆ Clubhouse must be reserved for parties or private events. **You must contact BrodMor to schedule your event first and make sure the date is available. (Call to check availability before filling out this form.)**
- ◆ Reservations may be made from 10 am to 10 pm, in 6-hour blocks of time. Exceptions with trustee approval only.
- ◆ Anyone renting the clubhouse must be out of the building by 11pm(guests must be out by 10pm to allow an hour for cleaning) The last person to leave the clubhouse is responsible for locking all doors.
- ◆ Rental allows exclusive use of gathering room only. The pool is not part of rental. Restrooms are available to all.
- ◆ Homeowner **MUST BE PRESENT** during the entire event
- ◆ A \$150.00 deposit is required from the homeowner at the time reservation is made. (\$50.00 fee, \$100.00 deposit)
- ◆ Cleaning of the clubhouse is to be done immediately after the event. After inspection of the clubhouse, if properly cleaned and all rules were followed; the deposit (\$100.00) will be refunded by mail.
- ◆ Pets are not allowed in the clubhouse, pool or clubhouse grounds
- ◆ The pool/clubhouse are non-smoking facilities. The homeowner is responsible for making sure their guests do not smoke. A loss of deposit PLUS a \$50.00 fine will be assessed if evidence of smoking is found
- ◆ The deposit may also be forfeited if improper cleaning/trash removal/ repairs are needed. If forfeiture occurs due to excessive abuse, access for rental purposes may be denied for at least 6 months. In any event, all fines and bills for damages must be paid in full before reservation privileges are restored.
- ◆ Reservations may be made up to one (1) year in advance, first come, first serve.
- ◆ Occupancy is limited to posted maximums.
- ◆ Tacks, tape, or any other types of fasteners are prohibited for decorating for parties/events.
- ◆ Phone in clubhouse is for emergency use only. These are 911 dedicated lines, and not available for personal calls. Homeowner is responsible for any fines/charges incurred during clubhouse rental due to inappropriate use of the phones.
- ◆ Rental is not allowed if condo fees are delinquent.

Make checks payable to Northwoods  
Mail to or drop off at:  
BrodMor Property Management  
822 E. Western Reserve Rd.  
Youngstown, Ohio 44514  
(330) 726-7330

Keep this portion for your records and mail in bottom section with your deposit for rental

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### Northwoods Rental Agreement

Homeowner Name: \_\_\_\_\_ Tenant Id# \_\_\_\_\_

Address \_\_\_\_\_ Phone #: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Please provide a brief description of your planned event: \_\_\_\_\_

\_\_\_\_\_

\*Reservation will not be held until deposit is received (\$150.00)

Action by the Board and/or Manager     Approved     Disapproved

Deposit received \_\_\_\_/\_\_\_\_/\_\_\_\_ Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_