

CLUBHOUSE RENTAL

The building rental fee is displayed on the CONTACT US webpage.

The civic building is located at 208 Ashborough Avenue and is available for use by Class "A" and "C" members in good standing. The renting member must be present during the use of the building. There is a meeting room plus kitchen and restroom facilities. Use and scheduling of this facility is controlled by the Board of Directors via the Civic Building Committee Coordinator(s).

Authorized use and/or scheduling of an amenity requires that a member accept responsibility and liability for their actions and the actions of their guests. Any person or persons damaging the amenities or improvements on common properties through misuse, abuse, or vandalism will be held responsible. The Association will seek all remedies available including police and court actions to recover damages and preclude additional abuse of the amenities and common properties.

If the building is left in an orderly fashion and has been cleaned after the event, the deposit will be returned. If the building is left in an unsatisfactory condition, the member will be contacted and given the opportunity to correct the situation within 24 hours unless the building is being rented within that time frame, and then it must be corrected prior to the next rental. If the concerns are not resolved, a cleaning service will be contacted to remedy the condition and all charges will become the responsibility of the member. Actual cleaning charges will be deducted from the deposit. At the time of rental, the member will be asked to sign a copy of the Release & Indemnity Agreement for Ashborough Civic Association and a copy of the Building Use and Upkeep will be provided with the key.

A key code will be made available at 9:00 AM the day of the rental unless other arrangements have been made with the Civic Building Committee Coordinator. Rental of the building will include use of the pavilion.

Parking for any event at the Civic Building will be in the identified parking spaces adjacent to the tennis courts or the paved area directly in front of the building. At no time will access to Woodlake Drive be blocked. Parking on the field is not allowed without prior consent from the Ashborough Board of Directors. Any damages which occur to the field will be the responsibility of the renting member.

**NO JUMP CASTLES OR WATER SLIDES
ARE ALLOWED ON HOA COMMON AREAS.**

CLUBHOUSE AND PAVILION USE AND UPKEEP

1. Check the building, floors, furniture, bathrooms, etc. Note and report any discrepancies that you are not responsible for to the Civic Building Coordinator.
2. The thermostat is located to the left of the door.
Summertime – Remember to set the AC temperature at 80 degrees before you leave.
Wintertime – Set temperature at 60 degrees before you leave.
3. A check, payable to Ashborough Civic Association, will be presented to the Civic Building Coordinator for building rental at least two weeks before rental. A second check will be held as a deposit and is refundable when the building is left in an orderly and clean condition.
4. **Do not put nails, tape, etc., on the walls. Do not hang anything from the fans or the curtain rods. Holes left in the walls will result in loss of security deposit.**
5. Be courteous to neighbors living near the building by ending parties at a reasonable hour and keeping noise to a minimum. Unruly activity may result in the involvement of local law enforcement.

Appropriate clean-up as listed below

- Sweep the floor and damp mop if necessary. Use plain water with no detergent.
- Check sinks and toilets and bathroom floors. Clean as needed.
- Return furniture to original locations and stack folding chairs. Please do not slide tables on the floor.
- Wipe all tables and countertops.
- Remove personal property from the building.
- Unplug the hot water heater if it was used. It is located in the lower cabinet to the right of the sink.
- Take all trash to bins on the side of the building by the pool.

Paper towels and cleaning materials, garbage bags, mop and bucket, broom, etc., are provided for your use. They are stored under the kitchen cabinets by the sink and in the ladies' restroom. Please inform the coordinator if something needs to be replaced.

Renters will be notified to receive their deposit refund after the building is inspected.

Maximum Occupancy – 100

Building Coordinator: see Civic Building webpage.