

**WATERSTONE HOMEOWNERS ASSOCIATION (WHOA)  
TIDEWATER CLUBHOUSE RENTAL INFORMATION  
12046 Pebblepointe Pass**

Revised 1/9/19

**GENERAL INFORMATION:** Only Waterstone property owners may reserve the use of the clubhouse. The property owner is responsible for the actions of any guest(s) and must be present throughout any scheduled activities. Any homeowner who is delinquent in association fees is not eligible to reserve or use the clubhouse. The clubhouse may not be used for commercial/business solicitation. Fishing is NOT permitted.

Initials \_\_\_\_\_

**RESERVATION POLICY:** Call Kirkpatrick Management Co., Inc. at 317-570-4358 to request use/reserve a date. The clubhouse is available from 10:00 a.m. on the date reserved and must be cleaned by 8:00 a.m. the following day. The clubhouse may be available at 8:00 a.m. if there is no event the prior day.

**FEES AND DEPOSIT:** Upstairs rental fee is \$300 per use and the downstairs rental is \$125 per use. The rental of both levels at the same time is \$400 per use. A \$250 damage/cleaning deposit is required per event. Two checks are needed because the deposit check is not cashed unless a problem arises. Make all checks payable to the Waterstone Homeowners Association. Deposits and rental fees need to be paid within three (3) working days after the reservation is made. If no deposit is received, the reservation will be considered void and the date will be available to other residents.

**DECORATIONS:** Please do not glue, nail, tape, staple or tack anything to the walls, ceilings or any surface inside the Clubhouse. Failure to comply will result in forfeiture of all or part of the security deposit.

Initials \_\_\_\_\_

**FURNITURE:** Clubhouse furniture may not be removed from the building. If furniture is moved within the room it must be moved with care and movers must lift furniture carefully and not push, pull or slide it across the room. Sliding furniture can damage the floor and furniture. Failure to comply will result in forfeiture of all or part of the security deposit.

Initials \_\_\_\_\_

**CHECK IN/OUT:** A walkthrough of the clubhouse will be performed with a representative of the community before and after the rental. The Combination Code to enter the building will be provided to the homeowner on the rental agreement at check in.

**CLEANING:** Cleaning must be completed by 8 a.m. the day following the rental. In order to receive a deposit return, all items on the attached required cleanup list must be completed. You have the option of cleaning the clubhouse yourself or having the clubhouse professionally cleaned by Today's Handyman after your event. If you wish for the clubhouse to be professionally cleaned, there will be an additional charge of \$115.00 which is due within three (3) working days after the reservation is made.

Initials \_\_\_\_\_

**DEPOSIT RETURN:** Return of deposit is based on no damages, rules compliance and compliance with the cleanup checklist. All clubhouse furniture is to remain inside the building. Moving the furniture outside will result in forfeiture of the entire deposit plus charges for any damage to the furniture.

Initials \_\_\_\_\_

**CANCELLATIONS:** In order to receive a refund of your rental fee, a two-week notification is required in the event of cancellation.

**NOISE:** In respect to residents near the clubhouse, please monitor party noise levels. All activities should be concluded and all guests cleared from the clubhouse by 1 a.m. Person(s) in charge are also responsible for clubhouse's surrounding areas.

**SMOKING:** This is a non-smoking facility. Smoking is not permitted in, nor on the decks, or anywhere around the clubhouse.

**POOL:** Reservation of the clubhouse does not include reservation of the pool.

**SNOW:** Snow will be removed from the parking lot and sidewalks after snow events greater than 2". Salt will be applied to the sidewalks and parking lot once the snow is removed. For depth's less than 2", renter should be prepared to clean the sidewalks prior to their event. Initials \_\_\_\_\_

**ROCK THROWING IS PROHIBITED.** Anyone in attendance at a clubhouse function observed throwing rocks into the lake will cause an automatic forfeiture of \$100 from the security deposit.  
Initials \_\_\_\_\_

### TIDEWATER CLUBHOUSE RENTAL AGREEMENT

I \_\_\_\_\_ (property owner's full name) request the use of the Waterstone Tidewater Clubhouse. I have read the attached information, policies and procedures and hereby agree to abide by all requirements.

Please print.

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_ Lot # \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Date requested \_\_\_\_\_ Hours \_\_\_\_\_ to \_\_\_\_\_

Number of persons expected: \_\_\_\_\_

Would you like the clubhouse professionally cleaned for an additional fee of \$115.00? \_\_\_\_\_

Upper Level \_\_\_\_\_

Lower Level \_\_\_\_\_ Both \_\_\_\_\_

**I further agree to be responsible for any and all damages to the clubhouse by me or my guest(s) and I will be present at this party at all times.**

\_\_\_\_\_  
**Owner signature**

*Your reservation is not confirmed until your deposit is received. Please return with your two checks to **Kirkpatrick Management Co., Inc. 5702 Kirkpatrick Way, Indianapolis, IN 46220 Attn: Diane** by mail or in person by dropping off at Kirkpatrick Management with receptionist or in drop box by door. Make all checks payable to the Waterstone Homeowners Association.*

## **TIDEWATER CLUBHOUSE CLEANING CHECKLIST**

To receive your deposit refund, you must complete the following. Supplies are located under the kitchen sinks. Vacuum is stored in the men's bathroom.

### **KITCHEN**

- \_\_\_\_\_ 1. Remove all food and beverages from the refrigerator and wipe any spills. Remove all food and beverages from the clubhouse.
- \_\_\_\_\_ 2. Clean all surfaces including countertops, stove/oven and sinks.
- \_\_\_\_\_ 3. Clean tile floor.
- \_\_\_\_\_ 4. Remove all trash and place new trash bag in container. (Trashcans are located outside the lower level entrance doors.)

### **MAIN ROOMS**

- \_\_\_\_\_ 1. Return all furniture to original place. Failure to return all furniture to the original place will result in forfeit of damage/cleaning deposit. (see attached diagrams)
- \_\_\_\_\_ 2. Wipe all surfaces free of dirt, food and liquids.
- \_\_\_\_\_ 3. Clean floors and vacuum all rugs--vacuum stored in men's bathroom.

### **BATHROOMS**

- \_\_\_\_\_ 1. Clean floors.
- \_\_\_\_\_ 2. Wipe counters and clean sinks.
- \_\_\_\_\_ 3. Remove trash/paper towel refuse. Replace bag.

### **ENTRY FOYER**

- \_\_\_\_\_ 1. Clean floor.
- \_\_\_\_\_ 2. Vacuum rugs.

### **FINAL TASKS**

- \_\_\_\_\_ 1. Make sure the coffee pot is turned off and clean
- \_\_\_\_\_ 2. Make sure stove/oven and dishwasher are off.
- \_\_\_\_\_ 3. Based on season, return thermostat to 50 in winter, 80 in summer for conservation.
- \_\_\_\_\_ 4. Turn off all lights. Shut off all fans.
- \_\_\_\_\_ 5. Lock all doors.
- \_\_\_\_\_ 6. Pick up all visible exterior trash, cigarette butts, etc. Take all trash to outside receptacle.
- \_\_\_\_\_ 7. Remove all directional signs that may have been placed in the neighborhood.
- \_\_\_\_\_ 8. Return this completed checklist by 10 a.m. of the day following your rental.

I understand the cleaning and checkout process and will insure the facility is cleaned prior to checkout.

Initials \_\_\_\_\_

## Waterstone Tidewater Clubhouse Check List

Homeowner Name \_\_\_\_\_

Rental Date: \_\_\_\_\_ Section Used: Up\_\_\_\_Down\_\_\_\_Both\_\_\_\_\_

After Rental Cleaning by: Homeowner\_\_\_\_ Today's Handyman\_\_\_\_\_

	Check-In Comments	Check Out Comments
Food removed from refrigerator & cleaned		
Coffee pot turned off & clean		
All kitchen counters wiped down		
Stove/oven & dishwasher turned off and clean		
Hard floors swept & mopped		
All main room surfaces wiped down		
Carpet & Rugs Vacuumed (incl. entry rugs)		
Trash taken out (incl. bathrooms) and trash bags replaced		
Bathroom sinks & counters wiped down. Toilets cleaned		
No spills & stains on carpet/hard floors		
No spills & stains on furniture		
Note: No tape, tacks or fasteners may be used during the event		
Thermostat: 50-Winter, 80-Summer		
Furniture returned to original place (no furniture may be moved outdoors)		
Lights off and doors locked		
Visible exterior trash picked up		

\*\* Note: Do not drag the large glass topped tables across the floor. They must be lifted, by at least 2 people, to move or the legs will be damaged.

Date In:

Date Out:

Homeowner:

Homeowner:

WHOA:

WHOA: