

**COBBLESTONE CLUBHOUSE  
CLUBHOUSE RESERVATION FORM**  
Clubhouse is available to residents of Cobblestone only.

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

Homeowner Address \_\_\_\_\_

Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Alternate Number \_\_\_\_\_

Reservation Date \_\_\_\_\_ Event \_\_\_\_\_

Time of Reservation: From \_\_\_\_\_ To: \_\_\_\_\_

I, undersigned applicant, hereby accept the liability for any and all damages resulting from carelessness or negligence on my part or my guests, and agree to pay all costs incurred for any cleaning or repair of damage as a result. Furthermore, I acknowledge that I have received a copy of and fully understand the "Cobblestone Clubhouse Rules and Clean-Up Checklist" and agree to abide by them. Violation of clubhouse responsibilities may result in forfeiture of my security deposit, billing for repairs and will affect approval for future requests.

Homeowner Signature \_\_\_\_\_ Date \_\_\_\_\_

DEPOSIT/FEE: **Checks should be made payable to Cobblestone HOA.** Please make one check for refundable \$500 deposit and a separate check for a non refundable \$150 per day rental fee.

MAIL TO: Cobblestone HOA  
c/o NHE, Inc.  
PO Box 5539  
Greenville, SC 29606  
864.467.1600

CONFIRMATION: Reservations are confirmed upon receipt of deposit and a completed reservation form. Homeowner must be current on HOA dues and fees for clubhouse reservation.

ACCESS: **You will be issued an access code and alarm code by NHE, Inc. prior to the event.**

CLEANING: You are responsible for additional cleaning prior to use of the Clubhouse if you so require. Clubhouse cleaning is available for an additional \$200.00 fee. Payment and scheduling of cleaning must be made at the time of rental.

OCCUPANCY LIMIT Per Fire Marshall there can be no more than 186 persons in the Clubhouse at given time.

The clubhouse is reserved on a first come basis with confirmed application and security deposit. All reservations should be made through the management company NHE.

## COBBLESTONE CLUBHOUSE RULES AND CLEAN-UP CHECKLIST

- Club house rental is exclusive for Cobblestone homeowners only.
- Only the clubhouse may be reserved limited to the reservation date(s). The adjoining pools and pool area may not be reserved.
- You must be present at all times during the function for which you have the clubhouse reserved.
- You are responsible for the conduct and behavior of your guests.
- The maximum number of people allowed in the clubhouse is 186.
- Smoking is never permitted inside the clubhouse.
- Pets with the exception of service animals are not permitted within in clubhouse at any time.
- No loud music shall be heard from outside the clubhouse.
- NO taping, sticking or hammering anything to the walls of clubhouse or restrooms.

The clubhouse must be cleaned (per the checklist) immediately after each event.

**Under no exception, plan to come back at a later time to clean up. This will result in an additional day rental fee of \$150.00 per day.** Provided there is no damage and the clubhouse is left in a clean condition in most cases the deposit will be returned to the member upon receipt of the signed cleaning agreement and verification of compliance. Regardless of the deposit, the using member will be held responsible for the condition of the clubhouse.

### **Duties upon leaving:**

- All trash must be emptied and thrown into large containers provided outside.
- Large containers must then be hauled to the back of the clubhouse for next scheduled trash pick-up.
- Floors must be mopped and rug vacuumed.
- ALL counter tops and tables must be wiped down with proper cleaning chemicals.
- Refrigerator must be emptied and cleaned out from any spills that may have occurred.
- Nothing should be left in dishwasher.
- Make sure NO food is left in disposal.
- ALL furnishings must be returned to their original locations.
- BOTH restrooms must be cleaned.
- Thermostats turned off.
- ALL DOORS MUST BE LOCKED.

Homeowner Signature \_\_\_\_\_ Date \_\_\_\_\_

PO Box 5539, Greenville, SC 29606  
(Office) 864-467-1600 (fax) 864-467-1655