

# Mallory Square Cranberry Pointe Association

## Clubhouse Reservation & Agreement Form

Unit Owner/ Resident: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_ Type of gathering: \_\_\_\_\_

Unit #: MSC \_\_\_\_\_ CPC \_\_\_\_\_ Phone: \_\_\_\_\_

There is a **non-refundable \$75 cleaning fee** due at time of reservation. Please make checks payable to: *Mallory Square Cranberry Pointe Association or MSCPA*. Please mail check and this signed form to:

MSCPA | PO BOX 158 | Newark, OH 43058-0158

### The following CLUBHOUSE policies apply:

- 1.) Reservations are granted on a first request basis, and not more than six months in advance. Owner/Resident (s) may reserve the Clubhouse for private use, including personal and non-profit organization meetings.
- 2.) Owner must contact the community association manager (call or text) at 740-527-3271 to reserve the Clubhouse. A scannable QR code can be found on the bulletin board in the Clubhouse for a real time events calendar to check available dates. The non-refundable cleaning fee is due at time of reservation (see above).
- 3.) **An inspection will be made by the community association manager before and after the event. Notes will be made of any existing problems before the event on the reverse side of this request.**
- 4.) **The owner/resident must be present during the event and is responsible for all guests.** No loud, boisterous noises or other offensive behavior will be tolerated.
- 5.) No Pets (exception: marked service animals) of any kind will be allowed in the clubhouse/swimming pool area at any time.
- 6.) The owner/resident will have exclusive use of the main party room only. Guests shall not use the exercise room. The swimming pool may be used by guests only if the condominium owner is present. **The pool shall not be reserved for any person or group party.**
- 7.) The owner/resident is responsible for all cleanup and trash removal upon completion of event (cleanup of all items brought onto the clubhouse by the owner/resident). All trash is to be placed in the outside dumpster. The clubhouse will be cleaned by a housekeeper after the event, not before.
- 8.) All food and drinks must be removed from the refrigerator after the event. Any leftover opened or unopened food, condiments and/or drinks, will be discarded if not removed.
- 9.) Any items left by owner/resident and/or guests will be discarded after the event.
- 10.) Do not use tape of any kind to attach decorations to the wall. 3M command strips that are easily removed without scarring walls may be used.
- 11.) Any damages to the clubhouse, equipment or furnishings will be billed to the owner/resident.
- 12.) Close and lock all doors by 1:00 a.m. (Friday-Sunday) and 11:00 p.m. (Monday-Thursday).  
\*Swimming pool hours are different than clubhouse hours. Please refer to the posted pool operation hours.  
\*If event is during winter months (November-February), please leave bathroom doors open.

I have read the above Clubhouse policies and agree to abide by them. **I fully understand that any cost incurred, or penalties assessed by Mallory Square Cranberry Pointe Association through the use of these facilities by me and/or my guests, shall be paid by me upon presentation of a detailed statement.** The Association is not responsible for any articles, personal or otherwise, which are lost, stolen or missed by any resident or guest during a function.

\_\_\_\_\_  
Signature of Owner/Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community Association Manager

\_\_\_\_\_  
Date

## Check In/ Out Checklist

Before leaving the facility	Check In – Comments	Check Out – Comments
<b>Main Party Room:</b> <ol style="list-style-type: none"> <li>1. Furniture clean &amp; returned to original positions</li> <li>2. Personal Decorations removed</li> </ol>	Chairs have permanent spots on white vinyl.	*Note any broken furniture, TV's or wall scarring.
<b>Kitchen Area:</b> <ol style="list-style-type: none"> <li>1. Empty dishwasher, clean out refrigerator, wipe clean stovetop, wipe clean interior of microwave, wipe clean counters. *All kitchenware brought in must be removed.</li> <li>2. All food, condiments &amp; drinks have been removed</li> <li>3. Replace trash can liners (under kitchen sink)</li> <li>4. Remove all trash and place in outside dumpster</li> </ol> <p><i>*Owner must provide their own paper and plastic products</i></p>		
<b>Bathrooms</b> <ol style="list-style-type: none"> <li>1. Replace trash can liners (under kitchen sink)</li> <li>2. Remove all trash and place in outside dumpster</li> </ol>		
<b>Exercise Room:</b> Not to be used by guests.		*Note any damages to equipment
<b>Turn OFF Lights and Fans</b>		
<b>Turn OFF oven/ stovetop.</b>		
<b>Readjust Thermostat</b> <i>Winter: 62 degrees</i> <i>Summer: 75 degrees</i>		
<b>NO Smoking in the Clubhouse.</b>		
<b>Additional Comments:</b>		