

# Kensington Home Owners Association Facility Rental Rules and Regulations

Updated August 2022

1. Guests of the renter are allowed ONLY in the area(s) rented. The renter will be responsible for all damages, forfeit their deposit, and lose privilege to rent in the future. If you rent the clubhouse you may not use the pool without also renting the pool.
2. The pool area is a separate rental fee.
3. To reserve a date for the clubhouse or pool, the renter must provide the following: an initialed/signed Facility Rental Rules & Regulations form, a completed Application for Reservation, a check for payment in full for the rental and a separate deposit check.
4. **ALL CHECKS AND APPLICATION MUST BE SUBMITTED ONE WEEK PRIOR TO RENTAL.**
5. Renters will be given a KEY to the facility the day prior to the event. **KEY DEPOSIT \$100, non-return or loss of key will result in an immediate \$100 partial deposit loss**
6. Cancellation notice given 7 or more days prior to rental date is entitled to full reimbursement of rental charges, otherwise rental fees paid are non-refundable. Deposit check will be voided.
7. Noise levels must be reasonable and kept to the confines of the facility. All music must end by 11pm and the outside use of D J's, boom boxes and other very loud instruments are not allowed. Any complaints by the residents within the vicinity of the clubhouse may result in termination of the event by the Kensington Home Owners Association and loss of deposit.
8. No tape may be used on the clubhouse walls. Please USE CAUTION with balloons around operating fans. Any damages are the responsibility of the renter.
9. No smoking is allowed in or around the clubhouse or pool.
10. No bicycles, skateboards, roller blades, etc. are allowed in the clubhouse or pool area.
11. Renter must be present and on-site at facilities during rental time. Anyone under the age of 21 years must be accompanied by an adult to use the rented facilities. The renter will be responsible for all guest at all times.
12. All rules and regulations on signs must be followed.
13. The doors between the clubroom and the restroom area must be closed and LOCKED upon leaving the clubhouse. *The restrooms are cleaned along with the clubhouse prior to your rental, although during the summer months, the outside doors to the restrooms remain unlocked for pool use, therefore may not be clean for rental due to this is a public space.*
14. The renter assumes all responsibility for their acts and the acts of their guests. Any damages to any Kensington properties, grounds, or injuries caused by these actions to anyone will be *the responsibility of the renter.*

# Facility Rental Rules and Regulations

(Updated August 2022)

15. Members are not allowed under any circumstances to rent any facility for anyone outside of the individuals associated with the membership address (homeowner, spouse, & dependent children living in the home). Penalties include loss of privileges, penalties, and fees assessed by KHOA.
16. Pool renters must have their party area cleaned and all guest must leave the facility by the end of their rental time allotted. Failure to do so will result in forfeiture of deposit and possible loss of future member and/or rental privileges.
17. Cleaning requirements for the clubhouse include the following:
  - (A) All floors must be swept, mopped and all stains removed.
  - (B) All table tops and chairs must be wiped clean.
  - (C) The kitchen must be properly cleaned. This includes mopping the floor, cleaning the stove and refrigerator, cleaning the counter-tops and sinks, removing all food. You must turn off the stove and any other appliances. You must empty the trash and dispose of the trash away from the building.
  - (D) All restrooms must be properly cleaned, including emptying the trash, cleaning sinks, mirrors, floors and toilets.
  - (E) All greenery, flowers and other decorations must be removed.
  - (F) All trash and garbage must be removed from the clubhouse. (Trash must be taken away from the clubhouse.)
  - (G) All lights must be turned off.
  - (H) When you enter the clubhouse, the thermostats for heating/air conditioning will be turned 80 degrees in the summer and set to 60 degrees in the winter.
  - (I) Lock all doors and windows.
  - (J) **Failure to complete any of the above tasks will result in the loss of your \$200 deposit.**
18. The KHOA reserves the right to refuse to lease the facilities (1) to any delinquent homeowner, (2) for any purpose it deems to be detrimental to or not in the best interests of the members of the KHOA, or (3) on any dates and/or times it deems inappropriate or inconvenient.
19. The KHOA nor any board members of the KHOA are responsible for any loss, delay, injury or damage the renter or their guests may be subjected to for any reason. The renter understands that the KHOA works in good faith to present facilities to the renter in good working order and that the renter has inspected and approved of all rented facilities prior to signing rental contract.

Renter signature signifies that he/she understands the contents of this document and that the breach or violation of any conditions set forth herein may result in the loss of the deposit, the imposition of liability on the renter and/or denial of future use of the clubhouse.

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Signature

Print Name

Date



**\*KENSINGTON CLEANING AND LOCKING CHECKLIST\***

**ALL ITEMS MUST BE SIGNED OFF AND COMPLETED BEFORE YOU LEAVE AFTER YOUR RENTAL**

To receive [your deposit back](#) this sheet must be completed and emailed immediately to Specialty Management Services @ [specialtymanagement@comcast.net](mailto:specialtymanagement@comcast.net) For any issues call Angie with Specialty Management at the office number is 601-605-8380. For emergencies only call 601-918-1098.

**Cleaning requirements for the clubhouse include the following:**

- \_\_\_\_\_ Make sure all doors and windows are securely closed and locked.  
Inside Hallway doors \_\_one Left side\_\_ one Right side \_\_ one Kitchen Door \_\_one Front Door \_\_ two back doors.
- PLEASE CHECK AND RECHECK. *\*\*Any damage to the clubhouse due to failure to lock the doors and windows will be the responsibility of the member*
- \_\_\_\_\_ The building must be completely cleaned, as this was cleaned right before your rental.
- \_\_\_\_\_ All trash must be removed from the premises, do not leave the garbage at the street. You must empty all trash and dispose of the trash away from the building.
- \_\_\_\_\_ All floors must be swept and any spills cleaned and any debris swept.
- \_\_\_\_\_ All table tops and chairs must be wiped clean.
- \_\_\_\_\_ All folding tables and chairs must be returned to the storage room (if used).
- \_\_\_\_\_ The kitchen must be properly cleaned. This includes wiping the countertops, appliances (inside and out) and sinks.
- \_\_\_\_\_ You must turn off the stove and any other appliances.
- \_\_\_\_\_ All restrooms should be swept counters wiped and the trash emptied, including bathrooms.
- \_\_\_\_\_ All greenery, flowers and other decorations must be removed.
- \_\_\_\_\_ All lights must be turned off.
- \_\_\_\_\_ When you enter the clubhouse, the thermostat for heating/air conditioning will be set for 80 degrees summer and set to 60 degrees in the winter. The air conditioner should not be turned any lower than 68 degrees in the summer due to the unit will freeze up.
- \_\_\_\_\_ (*initial*) The breach or violation of any conditions set forth herein may result in the loss of deposit, the imposition of liability on the member, and/or denial of future use of the clubhouse.

***\*As a reminder\* The complete clubhouse rental conditions are posted in the kitchen. Please adhere to all conditions listed in the application and all of the above.***

**NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**KEY DEPOSIT: KEY DEPOSIT \$100, loss of key will result in an immediate \$100 partial deposit loss. Sign here that you understand this policy:** \_\_\_\_\_