

Kensington Home Owners Association

Facility Rental Rules and Regulations

Updated December 10 2024

1. ALL REQUIRED ITEMS (DEPOSIT, RENTAL FEE, APPLICATION) MUST BE SUBMITTED 14 DAYS PRIOR TO RENTAL. THE CLUBHOUSE IS NOT SECURED UNTIL THE DOCUMENTS ARE RECEIVED, NO ONE WILL BE ABLE TO SECURE THE DATE UNLESS ALL DOCUMENTS ARE IN HAND. (*The clubhouse will be available on a first come first serve basis*)
2. The key may be picked up the morning of the rental at 9:00 am and will need to be returned by 9 am the following day to Christy Sims (1125 Old Court Crossing). Please leave the key under the front porch mat
3. The sectional may not be moved or relocated.
4. 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.
5. To reserve a date for the clubhouse, 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.
6. Renters will be given a KEY to the facility the day of the event. **KEY DEPOSIT \$100, non-return or loss of key will result in an immediate \$100 partial deposit loss**
7. *Cancellation notice given 10 or more days prior to rental date is entitled to reimbursement of rental charges minus a \$50 administrative fee, otherwise rental fees paid are non-refundable. Deposit check will be voided.*
8. 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.
9. 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.
10. No smoking is allowed in or around the clubhouse or pool.
11. No bicycles, skateboards, roller blades, etc. are allowed in the clubhouse.
12. 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.
13. All rules and regulations on signs must be followed.
14. 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.*

15. 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*.
16. 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.
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.

Signature	Print Name	Date

Kensington HOA Facilities Application for Reservation

The renter who reserves the facilities assumes all responsibility for supervising their guests, paying for any and all damages, the clean up of rented facilities, and/or any act which results in inappropriate use of any facility or surrounding properties. In the event that the rented facility is reserved for a party where guests are under 21 years of age, appropriate chaperones must be present at all times. All signage at each facility is to be followed as well as the rules and regulations forms signed. Neither the Kensington Home Owners Association nor any representative of the KHOA will be held accountable for any act resulting in damage to said property or personal injury to guests.

Name				Home phone/Cell		
Address				Business Phone		
Date(s) Requested				to		Number of Guests
Type of Event				Time of Event		
Clubhouse Rental Fees**				X		Total
(Per day rate) Rental Time: 1-24 hour period 9am – 9 am the following day		\$200				
REQUIRED - Cleanup/Damage Deposit \$200 loss of key will result in an immediate \$100 partial deposit loss		\$200 (to include \$100 Key Deposit)		Key Deposit \$100- loss will result if <u>not</u> <u>returned next</u> <u>business day</u> <u>by 8 am</u>	Key Deposit Initial Here _____	
Received Signed Facility Rental Doc		Total Deposit	\$ _____ -		Total Rental Due	\$200
Notes:						

The person signing this document agrees to the following:

- I received, read, signed, and will follow the document titled **Facility Rental Rules and Regulations.**
- I will clean up facility when event is finished and be liable for all damages.

Signature **Print Name** _____
Date

DEPOSIT: DEPOSIT \$200, to include loss of key will result is an immediate \$100 partial deposit loss. Sign here that you understand this policy: _____

Send deposit and application checks to:
 Kensington Homeowners Association
 PO Box 1305
 Ridgeland, MS 39158

KENSINGTON CLEANING AND LOCKING CHECKLIST
**ALL ITEMS MUST BE SIGNED OFF AND COMPLETED BEFORE YOU
LEAVE AFTER YOUR RENTAL**

This sheet must be completed and emailed immediately to Specialty Management Services -
angie@specialtymanagement.net For any issues call Angie with Specialty Management at the office
number is 601-605-8380.

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: _____
