



Westwood Farms Clubhouse Rental Guidelines

1. **Setup for your rental may be done after 8:00 am the day of your event**, unless approved in advance. **Parties must end by contract time.** Guests, except those directly involved in cleanup, must leave at that time. After lifeguards have closed the pool it is still dangerous. Stay inside. Your guests should not be in the pool or deck area. Cleanup **must** be completed before you leave, as clubhouse must be ready for rental the following day.
2. Westwood Farms enjoy a beautiful party facility. You are an owner and we ask that you treat this facility with respect. Please review this entire document so you understand what is expected, even if you have rented before. **We suggest you pay special attention to item #10 about your security deposit and the reasons it might be at risk. Our goal is to return both checks to you, but we will not hesitate to charge the \$200 minimum, if necessary.** We appreciate residents who do a nice job of cleaning up after rentals.
3. Ten round tables (60") are stored in front storage room and must be stored top/top and leg/leg as you find them. 3 rectangular serving tables (30"x 6' long) are stored with folding chairs. Please be careful when setting up and taking down not to damage the doors or frames of the storage rooms. **Adults only** should move equipment. Round tables can be rolled on the carpet. Damage to walls or carpet (including spills, spatters & stains) will be charged against security deposit. Minimum security deposit charge is \$200.
4. You must vacuum **entire** carpeted floor after your rental (vacuum located in coat room). If there is a spill on the carpet, use a rag with hot water to blot it up (towel found under sink).
5. You must mop **ALL** tile floor after your rental. Mop, bucket, and cleaning solution found in storage closet in men's restroom.
6. Bathrooms are to be cleaned by the renting resident.
7. Do **NOT** throw objects or play catch in party room.
8. Do **NOT** attach anything to ceiling fans.
9. Do **NOT** stand on chairs or tables. **Do not run and slide on carpet or drag tables as burn marks will result. Candle wax, glitter and use of small Mylar cut-outs all require special professional cleaning and you will be charged to extract materials from carpet.**
10. You must remove **ALL** trash and garbage from the main party room, kitchen, lobby and bathrooms. You need to take all bags home for disposal with your trash. Wait until cleaning is done so trash is not dumped in cans without liners. Do **not** set trash bags on the floor in the lobby while cleaning, as bags may leak on the carpet. Set bags outside

front door for transit. Remove **ALL** decorations and fasteners (tape, etc) **from tables & chairs**. Attach decorations **ONLY with masking tape or command strip(s) tape**. Cleaning supplies (cleanser, soap, sponge, etc.) are found under the kitchen sink. You do need to leave new trash can liners in the cans when you leave. **The dumpster combination is 2244.**

11. Clubhouse has a **security system with fire and smoke detection sensors**. Smoke in facility will set off alarm and bring Fire Department. DO NOT touch system control panel by front door at any time. **Should fire alarm be triggered by smoke, call Strongsville Fire Department at 440-238-7333 from cell phone to cancel emergency.**

12. Cleaning should be done in less than 90 minutes after party ends and everyone should leave immediately. *Set air conditioning up to 75 degrees* and ceiling fans off. Turn off all lights and make sure **all** outside doors are closed and locked.

13. Renting resident **MUST** be present during entire event and is responsible for guests and their conduct while they are visiting the Westwood Farms clubhouse. Situations requiring a response by Strongsville Police are subject to investigation and review by association trustees **and may result in partial or complete forfeiture of security deposit.**

14. Smoking is **NOT** permitted anywhere inside the building or pool deck area. Damage from cigarette burns will be charged against security deposit. ALL cigarette butts must be cleaned up.

15. A \$200 security deposit is required. We intend to return a check for \$200 to you if the facility is clean and there is no damage. **Trustees require clubhouse to be returned in the same condition as delivered. You must completely vacuum carpet, because you do not know where your guests dropped crumbs that ants will come to find. Chairs and tables must be stored and stacked as you found them when you arrived. Your rental cost does NOT include cleaning services after your event. Residents must clean the facility so it is ready for the next rental or your security deposit will be charged.** If our inspection after your event finds that cleaning was not done properly or there is damage, two trustees will review conditions and you will be charged a **minimum of \$200**. Because the clubhouse must be ready for the next rental, cleaning is performed on your behalf and at your expense. If you do your part and return the building as it was when you arrived, we will return your full security deposit. Summer air conditioning should be left set at 75 (keep humidity out). Return rental key after use. Renting resident is responsible to the full extent for any and all damage to clubhouse or equipment.

16. An AED (Automated External Defibrillator) is located in the women's restroom for emergency use. If you have an emergency, first call 911 for Strongsville Fire & Rescue. Then use AED unit.

If you have any questions, please contact Brian Jungeberg, Trustee, at 440.590.0140