

Winship Farms Clubhouse Rental Procedures

To rent the clubhouse you must be a Winship Farms homeowner in good standing.

Enclose the following in an envelope and deliver to Liz Norton at 1237 Long Meadow Dr.

1. Signed Clubhouse Rental Contract
2. \$150 deposit check to Winship Farms HOA- this check will be held until after your rental.
3. \$75 rental check to Winship Farms HOA- this will be deposited

*****Your rental date is not finalized until these items are received**

Winship Farms Clubhouse Rules

1. The maximum number of guests is 80.
2. The homeowner must be present for their event.
3. No cars are to be driven or parked on the lawn.
4. No vehicle may block the driveway to the clubhouse.
5. The "No parking on the lawn" signs must be put out on the front lawn before the event, and removed after the event. Place them on the covered porch by garage.
6. No plaques or painting shall be removed from the walls.
7. Do not use the fire place, it is not in working order.
8. No furniture or accessories shall be removed from the clubhouse.
9. A table pad must be used when serving food on the tables.
10. No rice is to be thrown. If birdseed or confetti is used, it must be thoroughly removed.
11. No smoking is allowed at or in the clubhouse.
12. Equipment rented for the event must be removed promptly.
13. **No staples, tape or tacks are to be used on the floors, walls or ceiling. Command Strips are acceptable but must be properly removed after event.**
14. All functions must end by 12:30 am and premises vacated by 1:00 am. Please be respectful of neighbors with noise level of people and music.
15. Rental of the clubhouse does not extend to the pool. The pool may be used, but is not included in the clubhouse rental.
16. You must clean up after our event by doing (but not limited to) the following:
 - a. All rooms straight and clean
 - b. All folding chairs and tables returned to the closet
 - c. All floors vacuumed or swept
 - d. All spills properly cleaned up
 - e. All kitchen surfaces are clean including microwave, stove and oven
 - f. All clubhouse dishes and utensils have been washed, dried and put away
 - g. All stove controls are off in the off position
 - h. All food removed from refrigerator, oven and microwave
 - i. Trash has been bagged and put in the trash receptacles outside the kitchen door
 - j. All door and windows are locked and lights are turned off
 - k. Keep ceiling fans on during the summer months when you leave clubhouse