

Winship Farms Pool Room 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 Pool Room Rental Contract
2. \$50 deposit check to Winship Farms HOA- this check will be held until after your rental.
3. \$25 rental check to Winship Farms HOA- this will be deposited.

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

Winship Farms Pool Room Rules

1. The maximum number of guests is 50.
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 grass" signs must be put up on the front lawn before the event and returned to the porch by the garage doors.
6. No furniture or accessories shall be removed from the clubhouse.
7. The fireplace is not in working order, please do not use it.
8. No rice is to be thrown. If birdseed or confetti is used, it must be thoroughly removed.
9. No smoking is allowed in the pool room or at the pool.
10. Equipment rented for the event must be removed promptly.
11. **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.**
12. All functions must end by 12:30 am and premises vacated by 1:00 am.
13. Rental of the pool room does not extend to the clubhouse. The clubhouse may be used but is a separate rental.
14. You must clean up after your event by doing (but not limited to) the following:
 - a. All rooms straight and clean
 - b. All folding chairs/tables returned to the location they were in upon arrival.
 - c. All floors swept.
 - d. All tables & chairs wiped clean (spray bottle w/Lysol all-purpose disinfectant on top of fridge)
 - e. All spills properly cleaned up.
 - f. All food removed from tables and thrown away.
 - g. All trash bagged and deposited in the trash bins outside kitchen door.
 - h. All windows and doors are locked, and lights are turned off.
 - i. Floor fan turned off.
 - j. Please remove all leftover food from the refrigerator and make sure that it is left in a clean condition for the next renter.