

MARLBANK COVE HOMEOWNERS ASSOCIATION CLUBHOUSE RESERVATION PACKAGE

Name: _____

Phone Number: _____

Event Date: _____

Event Time: _____

Mallory Moore

C/O CHESAPEAKE BAY MANAGEMENT 603 Pilot House Drive, Suite 300, Newport News, VA 23606

CLUBHOUSE RENTAL APPLICATION--MARLBANK COVE ASSOCIATION

I. Renter Information

Name: _____ Date of application: _____

Street address: _____ Phone(s): _____ (home) _____
(work)

Email address: _____

II. Event Information – Category/Tier _____ (refer to page 7 of this package)

Event date: _____ Time (start/finish): _____ (Child, teen, and young- adult (under age 21) events must conclude no later than 11:00 p.m. Adult functions must be concluded **NLT 1 AM**)

Event type: Personal* Other** Pre-teen Birthday*** Purpose/Occasion: _____

* **Personal** Events. Defined as a social gathering involving the Member's family or friends (such as birthday or anniversary parties, family reunions or other occasions, wedding receptions, etc.). Personal events are normally paid for by the Member's personal means, and cannot, for example, be claimed as a business expense on one's tax returns.

****Other** Events. Defined as a social or other gathering involving private, commercial, professional, fraternal, honorary, or other persons or organizations in which the MCA Member is also an active member (includes school reunions, and the Member's workplace – a work/office function is a professional association and therefore is an "Other" event; however, an event to which work colleagues are invited **in addition to invited family and non-work related friends**, considered a **Personal** Event). Approval of "Other" events will be at the discretion of the Board of Directors. An event which is paid for by a business, organizational "entertainment" or "social" fund, or other such fund, and which may, for example, be claimed as a business expense on one's tax returns, is an "Other" event. Should a question arise, it shall be the exclusive purview of the Board to define an event as "Personal" or "Other". Events being sponsored as "Other" remain totally and exclusively the responsibility of the Member, and the Member is required to be present for the entire event. Special rules and rental rates will apply for Other-category events.

*****Pre-teen Birthday**. See MCA Rules and Regulations for details regarding this no-fee rental option.

Number of persons invited: **(150 is the fire code occupancy limit for the Marlbank Cove Clubhouse)**

III. Renter Requirement Considerations: (Check YES or NO to each of the following questions)

- | | YES | NO | |
|----|--------------------------|--------------------------|---|
| A. | <input type="checkbox"/> | <input type="checkbox"/> | Will alcohol be present? (Requires MCA approval before finalizing, alcohol will not be sold) |
| B. | <input type="checkbox"/> | <input type="checkbox"/> | Will anything be sold , or presented for sale? (Requires MCA approval before finalizing) |
| C. | <input type="checkbox"/> | <input type="checkbox"/> | Will anyone under age 21 attend? (If YES, chaperons must be provided) |
| D. | <input type="checkbox"/> | <input type="checkbox"/> | Is early access required? (If YES, at what date/time? _____ / _____) |
| E. | <input type="checkbox"/> | <input type="checkbox"/> | Will decorating be done? (If YES, renter acknowledges the prohibition of use of nails, tacks, etc., or glue or strong adhesives, which would leave holes/marks on the facility) |
| F. | <input type="checkbox"/> | <input type="checkbox"/> | Is clean-up time affected by any scheduled activities before or after this event? (If YES, when must cleanup be completed by renter? Date/time: _____ / _____) |

IV. Renter's Certification of Rental Application Agreement

I certify that I am a member in good standing of the Marlbank Cove Association, and that I or an adult member of my immediate family and household will be in attendance throughout the event. I have read the MCA Rules and Regulations pertaining to the clubhouse, that I understand the information therein, and that I agree to abide by and enforce the same. **Initials of renter:** _____

CLUBHOUSE RENTAL APPLICATION--MARLBANK COVE ASSN. (continued)

If alcohol is served or present, I certify I have presented appropriate proof of alcohol liability insurance, naming the MCA as co-insured. **Initials of renter:** _____

I certify that all affirmations made hereon, or to the Clubhouse Attendant or other MCA representatives, are true, and I understand that I am personally responsible for the conduct of all of the guests at this event, and, for any and all damages to the building, furnishings, and grounds that may occur during this event.

of renter: _____

Name of renter: _____ **Signature of renter:** _____

The Homeowner agrees to abide by and enforce all Executive Orders signed by the Governor of Virginia and all guidelines established by the Virginia Department of Health and Safety (VDH), Peninsula Health District, and the Centers for Disease Control and Prevention (CDC).

Please initial here: _____

V. Office Use:

Date application received: _____ Clubhouse availability confirmed: Yes No

Rental fee: Personal Other Received: Yes No If Yes, amount received: \$ _____

Security deposit received: Yes No If Yes, amount received: \$ _____

(NOTE: Rental fee and security deposit must be on separate checks; also, a security deposit is still required for no-fee Pre-teen Birthday rentals)

Date/time of pre-event insp.: _____/_____/_____ Date/time of post-event insp.: _____/_____/_____; and route rental application form with payments to the Clubhouse Committee Chair or designated rep.

Clubhouse Attendant name/signature: _____/_____

Marlbank Cove Clubhouse

Pre-Inspection & Post-Inspection Checklist (Updated 12/2021)

Marlbank Cove Association

1: Entrance Doors to Clubhouse (Locks Working)	Yes	No
2: ADT Alarm System (Working/Set)	Yes	No
3: Entrance Lights Front Door (Working)	Yes	No
4: Parking Light Lighting (Switch at Main Gate)	Yes	No
5: Pad Lock at Main Gate (Locked Upon Departure)	Yes	No
6: Clubhouse Gate (Working/Closed Upon Departure)	Yes	No
7: Clubhouse Decks/Walkways (Clear of Trash and Debris)	Yes	No
8: Kitchen Counters (Cleaned & Wiped Down)	Yes	No
9: Kitchen Sink (Cleaned & Wiped Down)	Yes	No
10: Empty Dishwasher & MCA Dished Put Away	Yes	No
11: Refrigerator (Emptied of Any Items Brought In)	Yes	No
12: Area Rugs Vacuumed	Yes	No
13: Hard Floors (Swept and Swifter Mopped)	Yes	No
14: High Top/Coffee/End Tables (Wiped Down)	Yes	No
15: Folding Tables (Returned to Storage Closet)	Yes	No
16: Folding Chairs (Returned to Storage Closet)	Yes	No
17: Trash Emptied (Taken Out to Dumpster)	Yes	No
18: Pool Table (Return Balls/Cues & Cover)	Yes	No
19: Foosball Table (Return to Pool Table Room)	Yes	No
20: Water Heater (Turn Off Before Departure)	Yes	No
21: Thermostats Adjustment (62/Winter – 80/Summer)	Yes	No

Note Below – Pre-Inspection Damage to Furniture/Fixtures/Walls/Electronics/Appliances

Completed By: _____
(CBM Representative)

Date: _____

Renter POC: _____

Date: _____

*******CLEANING SUPPLIES LOCATED IN KITCHEN CLOSET*******

Clubhouse Procedure

Upon Booking:

Please contact the Association Manager, Elizabeth Thomann to schedule a pre-event inspection of the entire facility, inside and out to identify anything broken, dirty, or answer any questions. The association office telephone number is (757) 534-7751.

Gate to Clubhouse:

The code to the Master Lock at the clubhouse gate is 1095. The code is put in the cylinders underneath. If the word "Master" is facing toward you, the gate code is from left to right, if it is turned around, enter the gate code from right to left. The codes are NOT straight across the middle, use upper lines.

Front Door to Clubhouse:

Please see the four-digit code for the front door is 5010. Please enter the code and turn the dead bolt knob to the right and open the door with the lever underneath it

ADT Alarm Code:

After entering your code and opening the door, you will hear the alarm ringing, **go immediately** to the left past the bathrooms and put the code of 1379 into the panel on the right-hand side to disarm the system. If there are any problems, call ADT's monitoring company DEFENDERS, INC. The phone number for customer service is 1-800-689-9554. The phone number to give them for the account information is **(757) 534-7751**. The account is in the name of **Jennifer Williams** and the **service address** (not billing address) is **111 Lookout Point, Yorktown, VA 23692**. This is Chesapeake Bay Managements phone number. If there is a big issue that you cannot solve, please just lock the door after your event and report the information to management after departure.

Heat & Air Conditioning:

There are two thermostats. One is to the left of the entrance between the bat h rooms, the other is in the main ballroom on the left side of the fireplace. Adjust as needed by pressing the up or down arrow on the right- hand side of the thermostat. Please adjust to the original temperature upon departure. The A/C would be to 78 degrees in Summer and 68 degrees in Winter.

Water Heater:

The water heater must be turned on to have hot water. The control switch is located just above the thermostat by the bathrooms. Simply push the 'on' button. **Please turn off before leaving.**

General Information:

No wax candles should be used in the clubhouse or deck except birthday candles.

The clubhouse has cable TV installed, the remotes are on the TV stand. The clubhouse also has internet. The WIFI password is "clubhouse".

Bathrooms should have toilet paper and paper towels stocked. If needed, these items are located in the closet in the hallway next to the men's bathroom.

Before Departure Clean Up:

- All surfaces must be clean. This includes wiping down the counters and sinks in the kitchen and bathrooms as well as vacuuming/sweeping/mopping all floors. A Swifter mop, pads, cleaning solution and vacuum cleaner is provided for those services in the closets between the bathrooms.
- All trash should be taken out to the dumpster in the parking lot. Fresh trash bags should be placed in each trash bin. Trash bags are located in the kitchen, in the 'peninsula' cabinets.
- All MCA dishes used should be cleaned, dried and put away. Sponges and dish soap are provided.
- All folding tables and chairs should be returned to the closets. Do not drag across the carpets, wooden room thresholds or hardwood floors.
- Remaining furniture should be arranged in a pleasant and useful way prior to leaving.
- Make sure all of the doors to the clubhouse are locked prior to leaving.

Departure:

ADT:

When you are ready to depart, go to the ADT panel and press the "Away" button. Hold it down for a few seconds until it starts to beep. At that point, you have to leave the clubhouse within 30 seconds.

Front Door:

After closing the front door, turn the deadbolt knob to the left and the door is automatically locked.

Emergency Procedures:

If you experience any emergency (flood/fire) after Chesapeake Bay Management business hours, please call the emergency line at (757) 534-7751. The manager on duty will return your call to help.

The members of the Board of Directors also have master keys to the clubhouse.

Please report any problems or low supplies to the Association Manager, Elizabeth Thomann (ethomann@1cbm.com), after your rental. Please call the association office to schedule a post rental inspection of the clubhouse.

ENJOY THE RENTAL OF YOUR BEAUTIFUL CLUBHOUSE!

MARLBANK COVE CLUBHOUSE RENTAL FEES

as of August 21, 2020

<u>CATEGORY</u>	<u>RENTAL</u>	<u>DEPOSIT</u>	<u>ADMIN CORRECTION FEE*</u>
Tier 1**	\$50	\$500	\$50
Tier 2***	\$100	\$500	\$50
Tier 3****	\$300	\$500	\$50
Tier 4*****	\$400	\$500	\$50

***Admin Correction Fee:** This fee will be charged in addition to the actual cost incurred in any cleanup or repairs.

****Tier 1** is a Marlbank Cove resident event which includes children's birthday parties up to age 12, or parking lot/exterior only, or three hours or less and up to 20 people.

*****Tier 2** is a Marlbank Cove all day resident event and up to 50 people.

******Tier 3** is a Marlbank Cove all day resident event and over 50 people, or is any business-related function.

*******Tier 4** is a Marlbank Cove resident-sponsored event. (See below #2).

DEFINITIONS:

1. Marlbank Cove resident event: the primary host and/or guest(s) of honor is/are a resident of Marlbank Cove. For weddings, engagement parties and bridal showers, the bride, groom or their parents must be a resident of Marlbank Cove. For baby showers, the expectant mother or expectant father or their parents/siblings must be a resident of Marlbank Cove. The rental remains totally and exclusively the responsibility of the Member and the Member is required to be present for the entire event.

2. Marlbank Cove resident-sponsored event: a Marlbank Cove resident is present at the event but is not the primary host or guest of honor. The rental remains totally and exclusively the responsibility of the Member and the Member is required to be present for the entire event.

The above prices are subject to change annually by the Board of Directors

General Rules Acknowledgement

1: **No Wax Candles** are permitted for use in the clubhouse or on the clubhouse porches, except for birthday candles.

2: **No Glitter** is Permitted Anywhere within the clubhouse or on the clubhouse decks. *****If Glitter is discovered during post rental inspection \$100 will be deducted from security deposit.**

3: **No Silly String & No Slime**. If found stuck on furniture upholstery, security deposit will be used to cover professional cleaning costs.

3: **No Animals** are permitted within the clubhouse, with the exception of service animals.

4: Children must be supervised at all times around the Billiards and Foos Ball Tables.

4: **Clubhouse Must be cleaned immediately following event**. If another rental follows the next day and the clubhouse has not been properly cleaned and furniture reset, renter forfeits security deposit in its entirety.

*****Cleaning Supplies located in Kitchen Closet**

5: Only **Painters Tape** Shall be used for attaching party items to the walls, doors, trim, and windows.

*****Painters Tape can be found in the kitchen closet.**

NO Scotch Tape, Tacks, or Putty can be used for securing party items. Discovered use or damage from these items, during post inspection, will result in \$100 deducted from security deposit.

Clubhouse Helpline: (Chesapeake Bay Management)

(757)534-7751

Renter POC: _____

Date: _____