

HARDSCRABBLE PLANTATION HOMEOWNERS ASSOCIATION, INC.

Clubhouse Rental Rules

Begin by completing the request form found on either the Hardscrabble Website under "Documents" or by calling Nicole Tyburski at HRW (919-787-9000) to have a form emailed.

In advance of submitting your request form, you may contact our management company HRW at 919-787-9000 to confirm availability of the date(s) you are interested in reserving. A two-week advance notice is recommended for clubhouse reservations.

To reserve the clubhouse all dues and neighborhood assessments must be current. Your reservation form and check must be received by HRW at least one week prior to the date of your event or your reservations will be cancelled. One week before your reservations you will be contacted by the clubhouse gatekeeper. This individual will arrange clubhouse access and set up pre and post walk through inspections. Any existing damage must be noted before your event.

The clubhouse is not available on the 4th Tuesday of any month.

The person reserving the clubhouse is responsible for cleaning the facility before leaving. If you or the cleaning company, (HEITS Office: (919) 361-5555/Cell: (919) 741-3292) must have the clubhouse cleaned by 6:00AM the morning following your event or you must reserve the clubhouse for an additional day following your event at an additional rate of \$25.00 assuming no other event is planned for that date.

The homeowner reserving the clubhouse must be present for all conversations related to the rental, complete all forms for reserving the clubhouse, and must remain on the clubhouse property at all times during the function for which the clubhouse is reserved.

The use of the pool is **not** included with a clubhouse rental. If you are interested in reserving the pool please submit the pool reservation form.

All functions must end by midnight. Music must end by 11:00 PM.

The person reserving the clubhouse must supervise children less than 21 years of age

Under no circumstances is alcohol to be served to persons less than 21 years of age.

Alcohol may not be sold on the premises; renter must not provide alcohol to anyone appearing to have reached their limit of alcohol consumption.

Pets are not allowed in the facility.

Access to the upstairs area is not allowed.

The clubhouse is a smoke free facility. A smoking receptacle is located near the front entrance to the clubhouse. Please be sure all cigarette/cigar refuse are deposited there. The receptacle must be emptied after your event.

Furnishings, plants, and decorations are not to be moved (inside or outside) without prior approval. Any approved requests are to be noted on the walk through inspection form and must be returned to their original position before leaving.

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No decorations are allowed to be attached to the walls under any circumstances. Tape is not allowed as it may damage the paint. Additional decorations may not be brought in without prior approval, and they must be removed immediately following the event.

No parking is allowed on grassy areas, on the shoulders of the road or the road itself around the clubhouse. Overflow parking can be accommodated on grassy area to the north of E. Hardscrabble Dr.

Tents are permitted, but require approval of the clubhouse committee chair or the board.. Installation and removal must be by an authorized tent rental company. Tents must not be anchored to any concrete surface.

Guests are expected to respect the privacy and well-being of the surrounding residents. The conduct and noise ordinances of Orange and Durham counties apply to Hardscrabble Plantation facilities.

Closing Checklist:

Before leaving the clubhouse after your event, be certain the following items are completed. Cleaning supplies can be found under the kitchen sink, in the bathroom cabinets, and in the closet beside the staircase. If you have problems completing the clean-up checklist, notify the Committee Chair.

1. The fireplace, if burning, must be turned off. Please wait at least 3 minutes to be certain it is off.
2. Turn off and clean the oven and stove.
3. Remove all food and drinks from the clubhouse.
4. All trash cans must be emptied and the trash removed from the premises, including the restrooms. Replacement liners can be found in the kitchen and bathroom cabinets. Extra toilet paper can be found in the bathroom cabinets.
5. The dishwasher, if used, must be emptied.
6. Food, containers, etc. must be removed from the refrigerator and the interior surfaces wiped down, as needed. Extra ice if in unopened bags may be left in the freezer.
7. Kitchen countertops, tables, appliances, and doors must be wiped clean and dry.
8. All doors and windows must be locked. Make sure the doors leading to the outside of the garden room, recreation room, and card room are locked. Please leave the bathroom doors unlocked.
9. Area rug/s must be vacuumed and spot cleaned if necessary. The vacuum is located in the closet beside the staircase. Carpet cleaner is under the kitchen sink.
10. Hard surface floors must be swept and mopped.
11. Remove any cigarette/cigar refuse from the receptacle in front of the clubhouse.
12. All interior lights must be turned off, including bathrooms and recreation room. Please leave the outside floodlights on.
13. Upon exit all thermostats must be set to 80 degrees (AC) in the summer, and 60 degrees (heat) in the winter.
14. Set and activate the security alarm unless asked not to by the Committee Chair, or Liaison.
15. Enter the key code and ensure the front door is locked and set up the post walkthrough inspection.

*** The cost to repair any damages incurred during use will be charged back to the renter.***