

Copper Leaf Club House Rental Contract

I, _____, understand that I am responsible and liable for any damage and all cleaning required by the Copper Leaf HOA Cleaning check list provided on site. If I do not comply there will be a fee assessed. The amount assessed may vary depending on the damage/violation. It is my responsibility to do a walk through prior to my event and take pictures of any damages (i.e.: marks on the furniture from pens or markers, scratches on furniture, broken furniture, marks and scratches on walls, damage to walls) and anything that is not cleaned or goes against the cleaning check list, etc. and email pictures to frontdesk@maplesproperties.com. If I fail to do so and the next person who rents the Club House sends pictures of damages/violations, it will fall back on me even if I was not responsible for the violation. I am aware that I must turn in my signed contract with the rental fee before my reservation will be accepted. I am aware that my reservation at the Clubhouse is for the Clubhouse only and is not allowed to migrate to the Pool. I am also aware that if I need to cancel my reservation, that I must do so at least 5 business days prior to my event to receive a refund.

**--Club House address: 600 E. Katella—
54 Max Capacity
Rental Fee: \$55.00**

*****PLEASE MAKE CHECK PAYABLE TO COPPER LEAF HOA AND MAIL TO
3032C S. FREMONT AVE STE. 100 SPRINGFIELD, MO 65804*****

Signature: _____ **Date:** _____

Address: _____

Phone #: _____

Date & Time of Club House Rental: _____

Office Use Only:

Check#: _____ Date Received Check: _____

Copper Leaf Club House **Cleaning Check List:**

- Remove **ALL** trash from the kitchen, both bathrooms, and outside trash(if used) and **take with you when you leave, there is no trash pick-up at the clubhouse. Trash MUST be taken off premises**
- Countertops, tables, door handles, and chairs wiped off
- Kitchen sink and bathroom sinks wiped down
- Toilets wiped down
- **ALL** floors swept including the bathrooms
- Floors mopped if necessary
- Microwave wiped down inside and out
- Refrigerator wiped down inside and out
- Refrigerator/Freezer emptied out **COMPLETELY** no exceptions
- Clean windows/Glass doors of any handprints
- When necessary sweep the outside sidewalks of any cake or food being spilled
- Remove **ALL** decorations including balloon strings and tape
- When leaving, please set air conditioner/heat to:
 - 80 in Summer months
 - 50 in Winter months

PLEASE KEEP IN MIND THERE WILL BE FEES ASSESSED DEPENDING ON THE ABOVE VIOLATIONS (LACK OF CLEANING, BROKEN FURNITURE, TRASH NOT TAKEN WITH YOU ETC.) PRIOR TO YOUR PARTY STARTING PICTURES NEED TO BE TAKEN OF ANY PREVIOUS DAMAGE/ AND OR LACK OF CLEANING AND EMAILED TO frontdesk@maplesproperties.com