

*Orchards at Greentree  
Homeowner's Associations, Inc.  
Resident Application to Reserve the Clubhouse*

Owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Tenant name): \_\_\_\_\_  
Non-Resident Address: \_\_\_\_\_  
Home Phone (owner): \_\_\_\_\_ Cell Phone (owner) \_\_\_\_\_  
Home Phone (tenant): \_\_\_\_\_ Cell Phone (tenant) \_\_\_\_\_  
Date of Reservation: \_\_\_\_\_ Hours Requested: \_\_\_\_\_  
Number of Guests to Attend: \_\_\_\_\_ Email address (owner): \_\_\_\_\_  
Type & Purpose of Function: \_\_\_\_\_

**Note: If tenant is renting clubhouse, Orchards homeowner is responsible for actions of renter and agrees to assume responsibility for all damages.**

**Use of Clubhouse**

The Orchards Clubhouse is available by reservation for the personal use of the Orchards owners/tenants. Residents must be present for the entire function. The Clubhouse is not intended for the use of Associations, businesses, clubs or social groups outside of the Orchards Community.

**Deposit Information**

1. The charge for the rental of the clubhouse **\$150.00** per date reserved. (Non-refundable) deposit request against all damages and cleaning is **\$150.00** (Refundable after satisfactory inspection). **Please provide two separate checks.**
2. The above two checks must be made payable to The Orchards at Greentree HOA, Inc. The rental charge will be due upon submission of this rental agreement. No dates will be "saved" without a signed rental agreement and check for the rental charge.
3. The security deposit is due at least ten (10) days prior to the rental date. All checks will be immediately deposited. If the security deposit is not received at least 10 days prior to the rental date, the rental will be cancelled. Depending on the timing of the cancellation, the Association reserves the right to retain either the entire rental charge or portion. If the rental is cancelled within 30 days of the date of the rental, 50% of the rental amount will be returned. If the rental is cancelled 10 days prior to the rental, the entire rental amount will be forfeited. Prior to 30 days, the entire amount will be returned to the owner.
4. Also, at the time the rental agreement is returned an **insurance certificate** listing the renter's homeowner's insurance, with the Orchards at Greentree HOA as an additional insured, must be included. The term of the insurance must include the rental date.
5. Any damages over \$150.00 will be charges to the owner who rents the clubhouse. If the Orchards at Greentree must repair the building due to damage during your rental, the owner will be billed the entire amount for the repair and if unpaid, will become a lien against your property.

### Rules Governing Use of the Clubhouse

1. Association dues must be current. No resident may rent for any other resident who is delinquent in their dues. If owner's dues become delinquent prior to the rental, and not brought current by the rental date, the Association will cancel the rental, reserving the right to apply the rental fee(s) to any outstanding balance.
2. Reserving the clubhouse does not entitle guest(s) to use or reserve either the pool or tennis courts.
3. Shirts and shoes must be worn at all times. **NO WET SWIMSUITS.**
4. **NO SMOKING** is permitted in the clubhouse at anytime.
5. Each clubhouse rental is for an eight (8) hour period. Clubhouse hours must end at 12:00am which include the clean-up time. The building must be totally vacated by 12:00am. Any rental lasting beyond 12:00am will forfeit the security deposit.
6. No decorations are permitted to be attached to ceilings or walls. Any damage to the walls or ceiling will be deducted from the security deposit.
7. Clean-up and trash removal is the responsibility of the renter. A vacuum is located in the hall closet for your use, as well as trash cans outside. Trash must be left at the clubhouse; a charge of \$35.00 will be assessed against your security deposit.
8. Clubhouse key, maintenance and security instructions will be obtained from a representative of Target Property Management at (856)-988-8000. You must contact them at least fourteen (14) days prior to the rental date to set up the time to receive the key and instructions. The owner responsible for the rental must be present to receive the key and instructions, Keys will not be given out the day prior to the rental unless the rental is scheduled to begin prior to 10:00am.
9. Representative of Target Property Management will arrange to coordinate the inspection of the clubhouse with the Owner/Tenant following the event. The owner responsible for the rental must be present during inspection. The inspection will take place the day after the rental. The deposit will be refunded within thirty (30) days following the rental provided that no damages were sustained and all rules followed.
10. Renter is responsible for proper arming and disarming of the alarm system with the code provided by the management office. In the event the rent sets off the alarm resulting in the response by Evesham Police, renter will be responsible for all fines issued by the Evesham Police Department and Evesham Township.
11. We, the undersigned have been advised that the capacity of the clubhouse is limited to sixty (60) people. Renter may have to provide additional chairs and tables besides the ones provided with the rental. Inventory will be taken prior to and after the rental to assure that no furniture is missing. Charges for missing furniture will be deducted from the deposit. We the undersigned agree that eighteen (18) inches will be maintained between tables and chairs of each and that an adequate walking aisle will be left between the "EXIT" doors to vacate. We, the undersigned agree that if we permit more than sixty (60) people in the clubhouse during the course of our rental agreement, that we, the Association, Inc. from and
12. Rentals for children's party (under 18 years of age)- There will be a minimum of one adult (over 21 years of age) per ten (10) children present, including teen age parties. At no time will alcoholic beverages be served to any minor.
13. The outside areas of the clubhouse are not included in the rental, including the swimming pool, tennis courts and playground. All rental activities must be held inside the building.
14. Noise- this is residential neighborhood. Please treat it with respect. No loud noise, racing of cards or rowdiness will be tolerated. If the police must visit the facility because of a neighbor

complaint, the security deposit will be revoked and all future renting privileges will be suspended.

In consideration for the use of the clubhouse, we the undersigned agree to pay the Orchards at Greentree HOA fee of \$150.00 and post a security deposit of \$150.00 which will be immediately deposited.

We, the undersigned, are renting the clubhouse on \_\_\_\_\_. During that time, we, the undersigned, will be responsible for any damage or vandalism done to the clubhouse, pool and all ground surrounding the clubhouse. We, the undersigned, are responsible for the actions of our guests for the entire time we have the key to the clubhouse.

We, the undersigned, agree to be jointly and severally responsible for any damages done while renting the clubhouse and said damage shall not be limited to the amount of the security deposit.

We, the undersigned, agree to pay the Orchards at Greentree HOA payment in full within five (5) days of receipt of written notice of any damages in excess of the security deposit done to the clubhouse area or pool while there is no lifeguard on duty and pool is closed.

We, the undersigned, will turn off the air conditioner and/or heat when clubhouse is not in use and at the conclusion of the event. If we, the undersigned, fail to do this, we will forfeit \$20.00 of the security deposit.

The clubhouse must be left in the same condition if was when it was rented. We, the undersigned, will not use the pool nor will our guests. We, the undersigned, will lock the doors when leaving the clubhouse as instructed. We, the undersigned, will return the rental key by placing it in the drop slot at the clubhouse at the conclusion of the event. If we, the undersigned, fail to do so, we will forfeit \$5.00 per day for each day the key is not returned.

Any violation of any of the provisions in this agreement may result in the following action taken against the reserving owner of the Orchards at Greentree:

1. Forfeiture of deposit and charges being assessed to correct violation
2. Future ability to rent the facility
3. Loss of ability to use any of the common areas of the association.

RELEASE OF LIABILITY: Renter shall indemnify, release, and hold The Orchards at Greentree HOA harmless of and from any claims, liability, damages, costs, and expenses arising out of this agreement or from the use of the clubhouse not limited to personal injury or property damage.

We, the undersigned, agree to abide by the above rules and regulations for renting the clubhouse at the Orchards at Greentree:

_____	_____
Printed name (Owner)	Date
_____	_____
Signed (Owner)	Date
_____	_____
Printed name (tenant)	Date
_____	_____
Signed (tenant)	Date

Please return the completed application to:

Target Property Management  
C/O Orchards at Greentree HOA  
2215 Old Marlton Pike East  
Marlton, NJ 08053

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OFFICE USE ONLY:

Signed form received: \_\_\_\_\_  
Rental Fee received: \_\_\_\_\_  
Security deposit received: \_\_\_\_\_  
Security deposit returned: \_\_\_\_\_  
Insurance certificate received: \_\_\_\_\_

***The clubhouse cannot be rented until the deposit, the signed form and the insurance certificate are received.***

I ATTEST THAT THE CLUBHOUSE WAS INSPECTED ON \_\_\_\_\_ AFTER THE RENTAL AND THE FOLLOWING PROBLEMS WERE FOUND:

APPROXIMATE COST TO REPAIR OR REPLACE:

**OWNER AGREES TO THE ABOVE**

_____	_____
Signature of owner or tenant	Date