



Springhurst Community Association

502-425-4672 • 4200 SPRINGHURST BLVD. LOUISVILLE KY 40241 • WWW.SPRINGHURSTONLINE.COM

Clubhouse Rental Policy

The Springhurst clubhouse may be rented by Springhurst residents who are at least 21 years of age and current with all association dues and fees and not in known non-compliance with the DCCRs, Bylaws, and policies and regulations.

The rental fee is \$175 for pool and clubhouse members; \$250 for non-members. The patio and pool areas are not included with a clubhouse rental. A deposit in the amount of \$300 is required.

Personal checks are the only accepted form of payment, and must have a printed residence address within the community of Springhurst. No cash or company checks will be accepted.

Rental dates will not be reserved, nor posted to the reservations calendar until all forms are completed and payments are received and verified by the property manager.

Fees listed below will apply when appropriate:

- a) Lost key, \$150
- b) Lost or damaged remote control, actual cost of replacement, \$350 minimum
- c) Damage to furniture or fixtures, actual cost of repair
- d) Failure to set the alarm when the clubhouse is not occupied, \$25
- e) Activation of alarm on any door from the clubhouse, \$150
- f) Failure to restore clubhouse to level of cleanliness, \$75
- g) Rice, confetti, glitter, birdseed, silly string, or escaped balloons, \$50
- h) Violation of Clubhouse Rental Rules, \$300

The deposit check (\$300) will be returned within sixty (60) days of the date of the pool or clubhouse rental, providing any loss or damage fees are paid and that cleaning is not required. The rental fee, less seventy-five dollars (\$75) will be refunded in the event of clubhouse cancellations made less than one week prior to the rental.

The clubhouse is for the exclusive use of the renting homeowner. Rental of the facility may not be transferred or subleased under any circumstances. The renting homeowner is responsible for any damages or misuse of the facility during the entire period of the rental.






Procedures for Clubhouse Rentals

1. Resident will submit the following to the SCA property manager:
 - a) Completed Clubhouse Rental application form, available at the Springhurst website, www.springhurstonline.com, or from the SCA office.
 - b) Check for rental deposit in the amount of \$300, payable to Springhurst Community Association.
 - c) Check for rental fee (\$175 or \$250), payable to Springhurst Community Association.
 - d) Signed copy of the Clubhouse Rental Rules with each page initialed.

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2. The SCA property manager will:
 - a) Confirm that no assessments or late fees are due from the resident and no other known compliance issues exist.
 - b) Confirm availability of date requested and renter's residency
 - c) Forward the completed rental agreement to the Clubhouse Coordinator, Cleaning Team, and the SCA Communications Committee.
 - d) The reservation will be posted to the SCA reservations calendar by a member of the Communications Committee.
 - e) Confirm the rental with the resident.
 - f) After the rental, coordinate payment for damage with the resident, or return deposit check, as appropriate in accordance with the SCA policy stated above.
 - g) Arrange for required repair or cleaning.
3. The Cleaning Team will clean the clubhouse prior to the rental.
4. The Clubhouse Coordinator will:
 - a) Perform pre-rental walk thru with the resident and post-rental inspection in accordance with checklists provided.
 - b) Confirm identification of renter. Photo ID with Springhurst residence address is required.
 - c) Provide information to renter:
 - 1) Key access and control
 - 2) Alarm system
 - 3) Audio-visual equipment
 - 4) Post-rental cleaning checklist
 - 5) Fireplace operation instructions if applicable
 - d) Inspect the clubhouse after the rental.
 - 1) Provide the completed post-rental checklist to the SCA property manager.
 - 2) Notify the SCA property manager of any damages and whether or not a charge for cleaning should be withheld from the deposit.

Clubhouse Rental Policy

Date	Action by Board	Signature, SCA Officer
12.10.12	Approved.	
8-27-13	Reviewed.	
12.27.14	Updated.	
10-9-15	Legal review by SCA attorney, Dennis Stilger. No changes recommended.	
6.20.16	Reviewed. Updated by PCC. Approved by SCA Board.	
2.20.17	Revised by PCC. Approved by SCA Board	