

**Manorwood Owners' Association  
Clubhouse Rental Application (at least 2 weeks' notice required)**

I hereby request the use of the Manorwood Homeowners' Association Clubhouse at 2716 Manorwood Drive. I agree to be liable for all guests and any loss or damage to the property. Being the owner of record of property in Manorwood (or a tenant delegated by the owner) as stated below, I have read, understand, and agree to the terms and conditions listed in the associated Clubhouse Rental Agreement.

Tentatively reserve your date on the Clubhouse reservation calendar located on [manorwood.org](http://manorwood.org) . You will receive a response within 3 business days.

Homeowner/Tenant Name: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Address: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Type of Function: \_\_\_\_\_ Approximate # of guests: \_\_\_\_\_

Time requested to open: \_\_\_\_\_ Time of close: \_\_\_\_\_ Number of hours: \_\_\_\_\_

**I understand this Rental Application is subject to the terms and conditions of the Manorwood Clubhouse Rental Agreement. I also understand that if the provisions of the Rental Agreement are violated in any way, my deposit may be subject to forfeiture, and additional cost to remedy damages or loss may be charged.**

Signature of Homeowner/Tenant: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Date \$75 Damage Deposit received \_\_\_\_\_ Check Number: \_\_\_\_\_

Date Damage Deposit posted to Owner's account or refund check mailed: \_\_\_\_\_

**INSPECTION CHECKLIST**

Inspection completed by: \_\_\_\_\_ Date: \_\_\_\_\_

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Garbage removed    | <input type="checkbox"/> Floors swept, mopped, clean | <input type="checkbox"/> Chairs/tables stored |
| <input type="checkbox"/> Countertops clean  | <input type="checkbox"/> Carpet unstained/vacuumed   | <input type="checkbox"/> Restrooms clean      |
| <input type="checkbox"/> Outside area clean | <input type="checkbox"/> Walls/furnishings undamaged | <input type="checkbox"/> Kitchen clean        |

Comments: \_\_\_\_\_