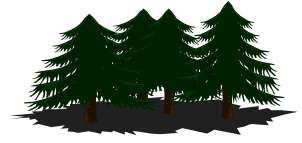


# Remington Post Homeowners Association, Inc.



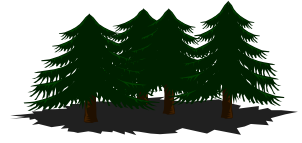
## **CLUBHOUSE & PICNIC AREA RENTAL RULES & RESERVATION AGREEMENT Revised April 2014**

1. The clubhouse or the picnic area may be reserved by an event sponsor (a unit owner or their tenant) who agrees in writing to sponsor the party and be personally liable for all Clubhouse expenses and damages which may arise due to the party. In the case of tenants, the Unit Owner is automatically a co-sponsor with the tenant, and this homeowner is equally responsible for any and all expenses and damages resulting from their Tenant's event.
2. All events hosted in the Clubhouse or Picnic Area that are open to guests other than Remington Post residents shall be under the supervision of a clubhouse attendant (if there will be more than 20 attendees), with the full assistance of the party sponsor. All reservations, arrangements, deposits and payments shall be made with Hammersmith Management, Inc.
3. **The Applicant must request their reservation online at [www.remingtonpost.net](http://www.remingtonpost.net) at least seven (7) business days in advance of the event date requested.** If you do not have internet access please call Hammersmith Client Services at (303) 980-0700. No reservation is valid until approved by the Management and the applicable deposit and fees, and paperwork has been received.
4. The deposit and applicable fees are all due to Hammersmith Management, Inc. prior to rental event date and are payable by check. The check may be post-dated to the date of the Event but no later. If approved by Management, the deposit check will be shredded within two weeks of the event if no damages or additional cleaning fees were incurred due to the event.
5. The Picnic Area may be reserved from 8:00am - 9:00pm.
6. The Clubhouse may be reserved from 8:00am - 10:00 pm.

**Rental privileges do not include the use of the pool, gym, and other downstairs areas.  
Reservations may not extend longer than 6 consecutive months.**

7. Events will be no larger than the maximum persons allowed:  
Picnic Area - 30 people  
Clubhouse - 70 people
8. Music: (Clubhouse only) Live bands and sound systems must be kept at a reasonable volume with the doors closed. Complaints from residents must be honored and if they are not honored hosts will lose future rental privileges. All events must conform to City of Boulder Laws. Decibel levels are not to exceed 55 dBA from 8am to 10pm. No amplified music is permitted at the picnic area.

# Remington Post Homeowners Association, Inc.



9. The event sponsor will introduce themselves to the clubhouse attendant and will carry out the instructions of the attendant regarding use of the Clubhouse, including closing the party at the attendant's request. The sponsor must be present throughout the party and be the first to arrive and the last one to leave.

10. All activity before, during, and after the event must conform to City, State and Federal law. No business transactions or income generating activity is permitted except by special application through Management.

11. The Event sponsor and their unit owner are responsible for any activity before, during, or after the event that causes damage to property or disturbs other homeowners, and will not be permitted to make further use of the Clubhouse or Picnic Area.

12. Any unit owner who is more than 60 days in default on payments of any assessment, annual (dues) or special, to the Association is, upon notice by regular mail to his last address as shown in the Association records, denied the use of, and access to, all recreational facilities at Remington Post. The denial of use extends to the owner, their family, tenants and guests. At present, the recreational facilities of the condominium complex consists of two tennis courts, a clubhouse, swimming pool, sauna, a gym, and a picnic area. The denial of use continues until all defaults in payment of all assessments, both annual (dues) and special, are cured (Authority: Article VI of the Remington Post By-Laws).

### 13. Fees:

Damage & Cleaning Deposit (payable to Remington Post):

Clubhouse	\$100.00
Picnic area	\$30.00
Clubhouse + Picnic Area	\$130.00

Rental fee (payable to Remington Post):

Picnic area	\$20.00
Clubhouse	
1-30 people	\$40.00
31-50 people	\$60.00
51-70 people	\$80.00
Clubhouse + Picnic Area	\$20.00

Attendant Fee (payee left blank - required for all events with 20+ attendees)

Attendant fee per hour	\$20.00 per hour
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14. Access: To access the Clubhouse please use the access code assigned to the Unit on the keypad at the North Clubhouse Entrance.

**All rental rules and regulations are subject to change by the Board of Directors.**

# Remington Post Homeowners Association, Inc.



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Event Date Begin Time End Time

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Resident Address and Unit Number

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Resident Name (Event Sponsor) Unit Owner Name (if applicable)

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Resident Phone Number Unit Owner Phone Number

Event is for (circle one): Remington Post Residents Only Private Party  
(no rental fee or deposit required) (fees apply)

Event Description \_\_\_\_\_

Number of Attendees \_\_\_\_\_

Rental Fee Enclosed \_\_\_\_\_

Deposit Enclosed \_\_\_\_\_

Attendant Fee Enclosed (or N/A) \_\_\_\_\_

Are all attendees over 18 years old? \_\_\_\_\_

Will food or alcohol be served? \_\_\_\_\_

I have read, understand and agree to the above Rental Rules and Regulations:

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Event Sponsor Name Unit Owner Name

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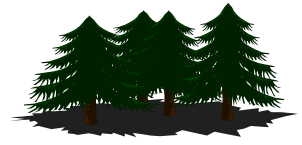
Event Sponsor Signature Unit Owner Signature

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Date Date

**Please mail completed forms with payment to:**  
Hammersmith Management, Inc.  
11990 Grant Street Suite 305  
Northglenn, CO 80233

# Remington Post Homeowners Association, Inc.



## Clubhouse Rental Agreement Closing Checklist

Residents or owners reserving clubhouse must complete the entire checklist, verifying that all items are complied with and no damage has been done to any element of the clubhouse. The facility and contents must be returned to the condition originally presented at time of occupancy.

### MAIN ROOM:

- Furniture returned to original location
- Remove all decorations / party items
- Countertops / tables cleaned
- Floors swept and cleaned as necessary
- Trash removed and placed in dumpsters
- Interior lights and fans turned off
- Ensure all clubhouse doors and windows are closed and locked

### KITCHEN:

- Stove / refrigerator emptied and cleaned
- Sink / countertops cleaned
- Floor swept

### RESTROOMS:

- Counters and sink cleaned
- Floor swept
- Trash removed

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Reservation Date: \_\_\_\_\_

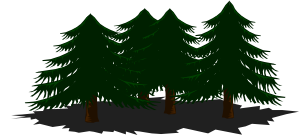
**The completed, signed checklist must be returned to Hammersmith Management Client Services via email at [clientservices@ehammersmith.com](mailto:clientservices@ehammersmith.com) or via fax at (303) 980-0576 no later than 12:00 PM the next business day following the event.**

The security deposit will be shredded within two weeks following a management company representative's inspection of the clubhouse and validation of completed checklist items, and under the condition there are no property damages or additional cleaning expenses incurred.

**\*NOTE: Should cleaning be required or should damage exceed the amount of deposit, I as Unit Owner(s)/Resident will be liable for any balance owed.**

If additional expenses are incurred for cleaning or damages, the deposit check will be cashed to pay for such expenses and any remaining unused portion of the deposit will be refunded by check to the Event Sponsor from the Association within sixty (60) days.

# Remington Post Homeowners Association, Inc.



## Mailbox Key/Clubhouse Code Authorization Form

By signing this form, you are authorizing your tenant to pick-up mailbox keys and/or obtain the new clubhouse code. The tenant must provide a photo ID at time of pick-up.

Owners full name: \_\_\_\_\_

Owners full onsite and offsite address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Owner signature: \_\_\_\_\_

Tenants name: \_\_\_\_\_