

# ORCHARD PARK HOMEOWNERS ASSOCIATION

*c/o Acri Commercial Realty, Inc.*

*290 Perry Highway*

*Pittsburgh, PA 15229*

*412-459-0111 x 113 or 119*

[Kiley\\_shively@acrirty.com](mailto:Kiley_shively@acrirty.com)

*Brittney\_acrirty.com*

Dear Clubhouse Renter:

Enclosed is a copy of the clubhouse checklist form for your upcoming usage.

A member of the clubhouse committee will be in contact with you to give you a key prior to your reservation. After your rental you are required to leave the key, along with the checklist confirming all items are in proper order when you leave, on the counter. A Clubhouse Committee member will collect it the following day and review the checklist.

We appreciate you and your guest adhering to the rules of the clubhouse use.

Acri Commercial Realty, Inc.

**RETURN WITH  
CHECKS**

**ORCHARD PARK HOMEOWNERS' ASSOCIATION  
CLUBHOUSE RENTAL AGREEMENT FORM**

Complete this reservation form to reserve a room at our clubhouse. This application and deposit must be received at least thirty (30) business days prior to the date of your reservation, and this application is subject to approval by the management company.

You must return this form to the management company, Acri Commercial Realty, Inc., 290 Perry Highway, Pittsburgh, PA 15229. Attn: Brittney Matecka – email: [Brittney\\_matecka@acirly.com](mailto:Brittney_matecka@acirly.com)

**The homeowner that reserves the clubhouse must be in attendance at the clubhouse for the duration of the reservation window.**

**RENTAL HOURS: 8:00 A.M. TO 12:00 P.M. DAILY**

FEE CHARGED TO ORCHARD PARK RESIDENTS

	Operating Cost	Security Deposit	Total
Sunday – Saturday	\$50.00	\$100.00	\$150.00

**PAYMENT INSTRUCTIONS:** Two (2) checks made out to **Orchard Park Homeowners Association** must accompany this reservation form:

1. An operating cost check, which is the rental fee, and
2. The security deposit, which will be returned after the area has been inspected.

All reservations are on a "first-come, first-serve basis. Payment must be received thirty (30) days prior to rental date. Your reservation is not confirmed until your payment is received.

**CANCELLATIONS:** Money will be refunded as long as cancellations are received by the management company fourteen (14) days prior to the reservation date.

RESIDENT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

DATE OF PARTY: \_\_\_\_\_ TIME FROM: \_\_\_\_\_ TO: \_\_\_\_\_

NUMBER OF GUESTS: \_\_\_\_\_

**CLUBHOUSE RENTAL CHECKLIST**  
**RENTAL HOURS: 8:00 A.M. TO 12:00 P.M.**

**Renters name & address:** \_\_\_\_\_ **Rental Date:** \_\_\_\_\_

The renter is responsible to insure that the rooms are left in a clean orderly manner. The following are the items that will be inspected and noted by the person inspecting the room(s) following a rental. The renter should follow the below list when cleaning the room and initial each item on the list, noting any damages. This form should be left with the key on the counter prior to leaving.

**ROOM: All Furniture to be put back in original spot.**

- |   |   |
|---|---|
| <input type="checkbox"/> Vacuumed Room                            | <input type="checkbox"/> Lights turned out    |
| <input type="checkbox"/> Count chairs (#)                         | <input type="checkbox"/> Count Tables (#)     |
| <input type="checkbox"/> Check carpet (for spots)                 | <input type="checkbox"/> Fireplace turned off |
| <input type="checkbox"/> Thermostat preset: 55<Cooling 55<Heating | <input type="checkbox"/> No balloons in room  |

**KITCHEN:**

- |  |   |
|--|---|
| <input type="checkbox"/> Empty trash cans/replace liners               | <input type="checkbox"/> Mop kitchen floor                    |
| <input type="checkbox"/> Wipe counter tops                             | <input type="checkbox"/> Wipe refrigerator front & any spills |
| <input type="checkbox"/> Clean stove and counter top                   |   |
| <input type="checkbox"/> Remove food from the refrigerator and freezer |   |

**BATHROOMS:**

- |   |  |
|---|--|
| <input type="checkbox"/> Toilet paper rolls replenished             | <input type="checkbox"/> Hand towels replenished         |
| <input type="checkbox"/> Soap dispenser                             | <input type="checkbox"/> Empty trash cans/replace liners |
| <input type="checkbox"/> Lights and fan turned off                  |  |
| <input type="checkbox"/> Vacuum replaced & operable                 |  |
| <input type="checkbox"/> All items removed (except clubhouse items) |  |
| <input type="checkbox"/> Cleaning supplies put away                 |  |

**Please note any visible damage to room and walls.**

**DOORS:**

- |  |  |
|--|--|
| <input type="checkbox"/> ALL DOORS CLOSED                        | <input type="checkbox"/> DOOR CLOSURES WORKING |
| <input type="checkbox"/> DOOR LOCKED BEFORE ENTERING and EXITING |  |

If you are entertaining more guests than the number of chairs and tables we have available, you must arrange to rent additional chairs and tables.

**Please respect the association property and kindly leave the clubhouse in the same or better condition as you found it.**

**KEY AND COMPLETED CHECKLIST TO BE LEFT ON COUNTER PRIOR TO LEAVING**