

**Carpenter Village Clubhouse**  
**Reservation & Usage Guidelines**

The Carpenter Village HOA clubhouse is a community facility that is available for private rentals by the members of the Carpenter Village Master Association. It is designed and maintained to provide a place for members to have parties, gatherings, special events, meetings, etc. The following Rules and Guidelines govern the rental of the clubhouse. They have been established to ensure maximum use of the facility by all members of the Carpenter Village Master Association. We ask that you treat the facility with the same care and respect as you would your own home. Rental arrangements and clubhouse questions should be made through Laura Moushegian at Omega Association Management, Inc. You can contact her at (919) 461-0102 or [Laura@omegamgmt.com](mailto:Laura@omegamgmt.com).

**I. RENTAL REQUIREMENTS**

1. Only adult residents/tenants (at least 21 years old) in good standing with the Carpenter Village Master Association are eligible to reserve the clubhouse.
2. The Carpenter Village resident renting the clubhouse must be present during the entire event and is solely responsible for the clubhouse during the rental.
3. The clubhouse must be returned to its original condition upon completion of event. A Cleaning Checklist must be obtained on [www.carpentervillage.org](http://www.carpentervillage.org) to ensure the resident performs all the necessary clean up. The resident must complete and sign the Checklist prior to leaving the clubhouse.
4. Clubhouse rentals do not include use of the pool or any area of the fenced pool facility.
5. Rental reservations are accepted on a first-come, first served basis.
6. Recurring events may only be scheduled on Mondays thru Thursdays.
7. The Carpenter Village Board of Directors reserves the right to deny use of the clubhouse for any reason, including, but not limited to, the delinquent payment of dues/assessments or prior misuse of the facilities.

**II. RENTAL TIMES**

The clubhouse is available for rent any day of the week, based upon availability, and is rented for the “day”. The rental hours are as follows:

Sunday thru Thursday:      9:00 am - 10:00 pm

Friday and Saturday:        9:00 am - 11:00 pm

Rental Start time: The start time of the rental period is the time that the resident can enter the clubhouse. The resident should not enter the clubhouse prior to the rental period start time, unless permission has specifically been granted by Omega Management.

Delayed Rental Start Time: On some days, the rental start time may be later than 9:00 am due to a scheduled community event or Board meeting being held in the clubhouse that morning (e.g. Santa breakfast). In such cases, the resident will be notified of the delayed start time for that particular day.

Rental End Time: The end time of the rental period is the time that the resident should vacate and secure the clubhouse. It is not the time at which clean-up should begin.

“As-Is” Conditions: For any weekend rental which occurs subsequent to the clubhouse being used in conjunction with any scheduled community events, (e.g. concert or movie night), the resident agrees to accept the clubhouse in “As-Is” condition. In some cases, there may not be adequate time for the facility to be professionally cleaned.

### III. **RENTAL FEES & DEPOSITS**

Rental Fees:           **\$125.00**           Deposit:           **\$100.00**

1. The clubhouse payment check must be made payable to Carpenter Village HOA and sent to the Omega Management office, Attention: Laura Moushegian.  
*Note:* Please be sure to send one check for **\$225** in order to finalize your reservation. The check will be deposited upon receipt.
2. Payment of the clubhouse must be made by the Carpenter Village resident renting the clubhouse via a personal check in the resident’s name & address. Third party checks will **not** be accepted.
3. The deposit is to ensure that the clubhouse is returned to its proper condition at the end of each rental. The deposit shall be refunded after the rental event if all requirements regarding the Cleaning Checklist are complete. The resident will be liable to pay the amount of any repairs or replacement costs in excess of the \$100 deposit (this includes additional cleaning, furnishings, rekeying/keys, clubhouse inventory, clubhouse damages/repairs, damages to the surrounding grounds) caused by the resident or any of the attendees during the rental event.
4. Rental fees are fully refundable if notice of cancellation is provided to Omega Management a minimum of 7 business days prior to the scheduled event. Notice given less than 7 business days will result in forfeiture of the rental fee. The deposit will be refunded. This policy is in place to avoid last minute cancellations that prevent other homeowners from making reservations.

### IV. **RESERVATION PROCEDURES**

1. RESERVATION – Once a reservation date has been confirmed with Omega Management, the Reservation Contract as well as the rental fee and deposit must be received by Omega Management a minimum of **10 business days** prior to the requested reservation date. No reservation shall be confirmed until receipt of these items.
2. CLUBHOUSE ACCESS – The clubhouse is locked at all times when not in use. Omega Management will provide the code for the onsite lockbox a couple days prior to the reservation for access to the clubhouse. The key to the clubhouse is inside the lockbox next to the front door of the clubhouse. The key must be returned and secured within the lockbox at the end of the rental event. Residents should not access the lockbox nor use the key to enter the clubhouse at any other time, other than during the specific hours of their rental time period.
3. INSPECTION – The clubhouse will be inspected after each rental event, or when that is not possible, prior to the beginning of the next rental. As the clubhouse is locked during non-rental periods, the resident will be responsible for the results of the post-session inspection. If the resident fails to lock the clubhouse or return the key to the lockbox, this will result in the resident being responsible for any loss, theft or damage to the interior of the clubhouse.

V. **RULES OF USE**

1. No unlawful activity shall be conducted in the clubhouse at any time nor shall any inappropriate behavior be allowed.
2. Certain commercial activities are allowed in the clubhouse as approved by the Board of Directors. However, events open to the general public or for which an admittance fee is charged are strictly prohibited.
3. All rental events must comply with the Town of Cary Noise Ordinances. All event activities must be confined within the clubhouse building after 9:00pm. Please be mindful of the close proximity of neighboring homes.
4. The number of attendees at any time shall not exceed 75, per the Fire Marshall code.
5. No smoking is permitted inside the clubhouse.
6. No animals are permitted inside the clubhouse.
7. No stapling, taping or affixing any items in any manner to the walls or ceilings of the clubhouse is allowed. Items may only be taped to the doors, trim or other woodwork.
8. All trash and personal belongings must be removed from the clubhouse at the end of the rental event. Trash must be disposed of away from the clubhouse grounds and any other Carpenter Village community property. Trash may be disposed of in the pool dumpster, using the provided lockbox code. Specifically, trash must not be placed on the ground outside of the dumpster or in any of the trash cans in the common area directly across the street from the clubhouse.
9. All clubhouse furniture and other inventory items must remain inside the clubhouse at all times. Any moved furniture must be placed back in its original position at the end of the rental event. Furniture should never be dragged, pushed or “slid” over the carpet surface. At no time should the clubhouse furniture ever be placed outside during an event.
10. Minors must be adequately supervised at all times. There should be no running, excessive ingress and egress of the building or touching of the interior walls. No bicycles, skateboards, big wheels, strollers, carriages or any other children’s conveyances are allowed within the facility.
11. No tents, canopies, poles or any other game or recreational devices or structures of any kind should be placed on, or driven into the ground of the lawns of the clubhouse without prior permission from Omega Management.
12. If there are any problems during the time the clubhouse is reserved, please contact Omega Management at 919-461-0102. If this is after normal business hours, follow the prompts to reach the on-call manager.