



# KURE DUNES CLUBHOUSE RENTAL REQUEST

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

Kure Dunes Lot Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Event: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
(Include Set-up Time) (Include Clean-up Time)

Type of Event: \_\_\_\_\_  
(Birthday-Anniversary-Family Reunion-Yoga-Group Guitar-etc)

## ***EXIT CHECKLIST***

Wipe off and clean all serving areas, countertops, tables and chairs
Clean up floor, by vacuuming, sweeping or wiping (whatever is necessary)
Clean refrigerator (if used), don't leave anything in the refrigerator
Remove all items brought to the event
Remove all garbage inside the Clubhouse and place in the outside trash can
Inspect restrooms and leave them neat
Turn off TV, push it against the wall and place the remote control in its holder
Turn off lights. Set thermostat to Cool 77 or Heat 60
Lock all doors and windows

***All cleaning must be done at the end of the Event!***

## **Statement of Responsibility**

*(Please read and sign)*

I am a member in good standing with the Kure Dunes Homeowners Association. I have read and understand the Clubhouse Use Procedures and will fully abide by these Procedures and the Exit Checklist. I understand I am responsible for my guest(s), the required clean-up after the event and any assessed cleaning fee.

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## KURE DUNES HOA CLUBHOUSE USE PROCEDURES

### Events:

- Members in good standing may reserve the clubhouse on a **nonexclusive** basis (examples of this use: yoga, bunko, poker, book club etc.).
- Members in good standing may reserve the clubhouse for **private** events.
- HOA **community** events will require a reservation by a Member in good standing.
- The HOA member making the reservation for any event (nonexclusive, private or community) is responsible for the cleanup, which is set out in our *Exit Checklist*. Failure to comply with the *Exit Checklist* will result in the reserving HOA member being assessed a \$100 minimum cleaning fee.

### Access:

- Reservations are made by completing the clubhouse reservation form, which is on the Kure Dunes website and then submitting via email to [kdhoapool@gmail.com](mailto:kdhoapool@gmail.com) or alternatively, email to [kdhoadirector@gmail.com](mailto:kdhoadirector@gmail.com). Please check the website for availability.
- Any clubhouse event will need to adhere to the Town of Kure Beach quiet times already established.
- No **private** reservations on Memorial Day weekend or July 4<sup>th</sup>.
- After each event, the access code to the keypad lock(s) will be changed automatically/remotely.
- The swimming pool area is separate from the clubhouse and may not be reserved. Wet swimsuits are prohibited in the clubhouse.

### Prohibited Activities:

- Use of tobacco products, including vaping, is prohibited in the clubhouse and pool area.
- No pets are allowed in the clubhouse or pool area except animals assisting the disabled.
- No commercial business, training or sales may be conducted in the clubhouse.
- No clubhouse furniture may be taken outside. If clubhouse furniture is moved, it must be returned to its original place as stated in the *Exit Checklist*.