



## CLUBHOUSE USE AGREEMENT

**Malvern Club, Inc.**

905 Malvern Drive

Madison, VA 22727

<http://malvernofmadison.org/>

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Before signing this agreement, read the policies that govern the use of the Clubhouse:

- “Policy on Reservation and Use of the Clubhouse”
- “Clubhouse Check-in/Checkout Procedure”
- “Clubhouse Frequently Asked Questions”
- “Rules Governing Use of the Swimming Pool and Surrounding Area”
- “Guidelines for Fishing/Boating”

The policy documents can be found on the Malvern website. At <http://malvernofmadison.org/>, click Links and select Clubhouse to see them. These policies are also available in the Clubhouse.

Your signature on this agreement is your promise to abide by these policies; makes you liable for any damage incurred at the Clubhouse during your stay; and indemnifies and holds harmless Malvern Club, Inc., for any loss or injury to you or your guests during your stay. Read the last paragraph of this agreement carefully before signing.

Your reservation will be held and placed on the Malvern Calendar when the Clubhouse Reservations Coordinator receives both this signed agreement and your damage deposit check for \$100 payable to Malvern Club, Inc. Place the completed and signed agreement and the \$100 deposit in the black drop box attached to the door of the Activity Center at the Clubhouse Complex.

This signed completed agreement and the \$100 damage deposit check will hold your reservation. Note that reservations are accepted on a first-come, first-served basis. If we receive another member’s completed agreement and deposit check before we receive yours, they will get the reservation for the dates they request. A phone call will not be sufficient to hold your reservation.

A check for the full use fee must be received one week before the start of your stay to confirm your reservation. Make the check payable to Malvern Club, Inc. Your check must be received before access can be granted to the Clubhouse. If you need to cancel this reservation or change your dates, notify the Reservations Coordinator as soon as you know so that your dates can be freed up on the Clubhouse schedule and the Calendar can be updated. Your checks will then be torn up.

Be sure to read the policies listed above before making your reservation. The policies are part of this agreement and are strictly enforced by Malvern Club. Any infringement of the policies could jeopardize your eligibility to use the Clubhouse in the future.

### **PETS ARE NOT ALLOWED IN THE CLUBHOUSE**

Service animals specifically trained to assist a person with a disability are welcome. Emotional support animals and other pets are not permitted inside the Clubhouse, without exception.

**BE GENTLE WITH THE FURNITURE**

Furnishings are subject to change without notice. Furnishings shall not be removed from the Clubhouse. You will be charged for loss and/or damage to the property or furnishings in excess of normal wear. Wet swimsuits are not permitted on the Clubhouse furniture.

**TAKE ALL OF YOUR TRASH AND FOOD WITH YOU**

Every effort is being made to keep the Clubhouse in good condition, and that requires your cooperation. Bear in mind that Malvern Club does not have daily housekeeping services such as hotels or motels do. Therefore, you must pick up and take all of your trash and food with you when you leave. That includes food you stored in the refrigerator and cabinets. Don't leave anything of your behind.

**LEAVE THE CLUBHOUSE NEAT AND CLEAN**

Please sweep up in each room. There is a broom with a dustpan in the hall closet. Note that your \$100 damage deposit will be used to defray any cost incurred by Malvern Club for any cleanup and/or trash removal that is not completed by the member who reserves the Clubhouse.

**GRILLING IS NOT PERMITTED NEAR CLUBHOUSE WALLS**

Grilling is not permitted within 10 feet of the Clubhouse or Activity Center. The member reserving the Clubhouse is responsible for damage to structures resulting from grilling and will be billed for repairs.

**USE OF THE POOL IS NOT INCLUDED WITH A CLUBHOUSE RESERVATION**

To complete this use agreement, fill in the blanks below with the requested date(s) of your stay, the total number of guests each day of the reservation, the total number of overnights spent in the Clubhouse, and the total fee, using the fee structure outlined in the "Policy on Reservation and Use of the Clubhouse." Sign and date this agreement and provide your Lot number and phone number. You don't need to submit the use fee with the reservation agreement, but your deposit check is required to hold the reservation.

**Indemnification and Hold Harmless.** I and any of my guests agree to indemnify and hold harmless Malvern Club, Inc., for any liabilities, theft, damage, cost, or expense whatsoever arising from or related to any claim or litigation which may arise out of or in connection with my use and occupancy of the Malvern Clubhouse, including but not limited to any claim or liability for personal injury, damage, or theft of property that is made, incurred, or sustained by me, my family, or my guests.

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*Date(s) of Clubhouse Use   # of Guests Each Day   Total # of Overnight Stays   Total Use Fee*

\_\_\_\_\_  
*Signature of Member   Lot No.   Phone No.   Date Submitted*

\_\_\_\_\_  
*Reservations Coordinator   Date Received*    *Deposit Check Attached (Required)*  
 *Use Fee Check Attached*