

Brookside Community Association Barn Reservation Application

Name of Homeowner _____

*Name of host if resident tenant is hosting the event: _____

Brookside address _____ Phone number _____

Email address _____

Space requested: __ Barn full use; __ Lower level meeting room

Date of event: _____ Start time _____ End time _____

Purpose of event _____

Will alcohol be served? _____ Will there be minors at the event? _____

Number of expected attendees _____

*Events may be hosted by resident tenants only if the homeowner signs the contract and takes responsibility for the good order of the event.

Signed by homeowner _____

Signed by host (if tenant) _____

Brookside Community Association Barn Rental Contract

Name of Homeowner _____

Name of host if resident tenant is hosting the event: _____

Brookside address _____ Phone number _____

Email address _____

Space covered in this agreement: ___Barn full use; ___Lower level meeting room only

Date of event: _____ Start time _____ End time _____

Purpose of event _____

Will alcohol be served? _____ Will there be minors at the event? _____

Number of expected attendees _____

_____ I have read and will abide by the Brookside Barn Use and Rental Guidelines

RENTER AGREES TO SAVE AND HOLD HARMLESS, BROOKSIDE COMMUNITY ASSOCIATION, ITS BOARD OF DIRECTORS, AGENTS AND EMPLOYEES AND CONTINENTAL PROPERTY MANAGEMENT FROM ANY AND ALL DAMAGES AND/OR LIABILITIES CAUSED OR RESULTING FROM THE USE OF THE PREMISES IN VIOLATION OF THE TERMS OF THIS AGREEMENT AND/OR THE RULES AND REGULATIONS OF THE ASSOCIATION. AS A RENTER OF THE BARN, I UNDERSTAND AND PROMISE TO COMPLY WITH THE ABOVE LISTED PROCEDURES AND I WILL BE BOUND THEREBY.

Fees:

Rental fee: _____

Security Deposit _____

Cleaning fee _____

Total _____

Deposit paid (1/2 total fee) _____

Balance due one week prior to event _____

For office use

___ Certificate of liability insurance
has been submitted.

___ Deposit has been received

Signed by homeowner _____

Printed name _____ Date _____

Signed by resident tenant host _____

Printed name _____ Date _____

Signed by Representative of Brookside community Association

Name _____ Date _____

BROOKSIDE COMMUNITY ASSOCIATION

Fee Schedule for use of the Barn

For information or to make a reservation contact:

Sari Sax, Property Manager, 215-343-1550, or s.sax@cpm975.com

Residents' informal use of the barn at no cost

Small groups made up entirely or mostly of residents, (for example a book group or bridge group) may use the lower level of the barn at no cost or for a voluntary contribution. While no cleaning deposit or security deposit will be required, failure to leave the space clean and in good order may result in a fine assessed to the primary homeowner making the reservation.

Residents' rental for parties and events

Rental is for a five hour period, generally morning, afternoon, or evening. Additional time may be arranged in advance for \$20 per hour for upstairs and \$10 for downstairs, provided there is no other demand for the time. Set up and clean up must be within the contracted rental period.

Barn upper level	\$100
Lower Level	50
Cleaning deposit*	\$100
Security deposit*	\$250
Liability insurance**	

*Cleaning deposit and Security Deposit will be returned within 30 days of event, providing everything has been left in good order. See Barn Use Guidelines, paragraph top of page 3.

**Contact your insurance broker regarding single use liability insurance.

Residents' use of the barn for classes that are offered at a fee

Residents may reserve the use of the barn for recurring classes, e.g. yoga or martial arts, on a limited basis to maintain availability of the building for community use. Rental rates and requirements will vary according to the type of class and number of students. Liability insurance is required. Contact our manager, Sari Sax, for more information.

Recurring use by groups from the wider community. The Brookside Barn is not available for outside parties and events. However, on a space available basis we will consider rentals for meetings of community groups on a regular monthly or weekly basis. Contact our manager, Sari Sax, for more information.

Brookside Barn Use and Rental Guidelines

Approved November 2021

Introduction:

The Brookside Barn is primarily an amenity for the use of Brookside residents with limited rental opportunity for outside community groups. The Barn is a historic building, one of the original structures of the farm on which Brookside was built. It was built in the early 1800s and is registered as a National Historic Landmark. The barn is located in the center of community, surrounded by residences and with limitations on parking.. ***The building is not fully handicapped accessible.***

All of these factors will be considered by the HOA board in reviewing requests to rent the facilities.

The Barn is a “do it yourself” facility. Users are responsible for setting up tables and chairs for their use and storing them afterward and for leaving the space clean and ready for the next renter.

The fee schedule is a separate document from these Guidelines. It is designed to be reasonable for residents while supporting the maintenance and utilities of the barn.

Scheduling:

In scheduling use, whether for the entire facility or just part, residents may be asked to be flexible to help accommodate multiple uses at the same time and/or uses that may be consecutive (one renter right after another).

Rental availability and reservation scheduling may be obtained by contacting our property manager, Sari Sax, at Continental Property Management (s.sax@cpm975.com 215-343-1550)

General Facility Information:

The main level (“Upstairs Room”) of the barn is 1356 square feet and can accommodate up to 60 people. The lower level space (“Downstairs Room”) can accommodate 20 people. Kitchen and restrooms are on the lower level. Tables and chairs are stored on both levels. The Barn has both heating and air conditioning. Temperature controls may be adjusted to comfort, but **MUST BE RETURNED TO THE DEFAULT TEMPERATURE (80° in summer, 55° in winter).**

Rental of space in the barn does not include the use of the swimming pool or use of outdoor spaces around the barn -- out of respect for the residents who live near the barn.

Rules and Guidelines

Reservations

A Brookside Community homeowner (over 21) in good standing can rent the barn from the HOA. All renters will be required to sign a rental agreement. *A tenant of a homeowner may host an event at the barn only if the homeowner signs the barn rental contract and takes responsibility for the renter's event.*

Reservations can be made up to six (6) months in advance.

Reservations, once approved by the HOA board, will be taken on a first come, first serve basis. On occasion, standing or recurring reservations may be asked to make an accommodation for a special event reservation.

Kitchen

The kitchen facilities are available only in conjunction with rental of meeting spaces. Use of the kitchen facilities including the refrigerator must be reserved in advance and is only for the reserved time unless otherwise arranged in advance. All food must be removed from the refrigerator after the event.

Parking

Guests may park in designated spaces on the south side of Heather Court along the bypass, or park safely and legally on Brookside streets ***Barn renters must ensure their guests do not use spaces that are maked "reserved."***

Liability Insurance

The renter assumes all risks and responsibility for the serving of food, drink and alcoholic beverages in the Barn, including any civil or criminal liability resulting from the serving, use, or presence of alcohol at the Barn. The Brookside Homeowners Association requires proof of liability insurance for all rentals. The Certificate of Insurance must name The Brookside Homeowners Association, its officials, agents, servants, employees and representatives as additionally insured. Proof of insurance must be sent to the management office at least two weeks (14 days) before the event. Failure to do so will result in the cancellation of the event. Contact your insurance agent for single event liability insurance.

Health Regulations

The renter is responsible for assuring compliance with local, state, and national COVID regulations in effect at the time of the event.

Security Deposit and Cleaning Deposit

Unused Security Deposit and Cleaning Deposit will be returned within 30 days of the event. Any cost incurred for cleanup expenses or trash removal will be deducted from the cleaning deposit. Repair of damages, fines for infractions of the rules, or any other expenses resulting from the renter's use of the premises will be deducted from the security deposits.

Additional Rules During Your Event:

- a. There must always be a minimum ratio of 1 adult over 21 to 4 guests under 21.
- b. Music and other amplified sound must be moderated out of respect for near neighbors of the Barn.
- c. No smoking inside the barn. Guests who smoke outside must put their cigarette butts in the containers that are provided. Butts on the ground will result in a cleaning charge.
- d. While alcohol is permitted at adult events in the barn, rowdy or disruptive behavior will result in loss of the security deposit and potential prohibition from future rentals of the barn.
- e. Balloons are not permitted due to the high ceiling and risk of damage to ceiling fans.
- f. Do not use tape, tacks, or any other hanging tool/device that damages the walls or floors. Blue painter's tape is permitted so long as it does not damage the walls and is cleaned up after use.
- g. The space should be left broom clean and free of trash. All trash must be removed and placed in the dumpster. (See Cleaning Checklist, below.)
- h. After use, the thermostat must be returned to the default setting: 80° in summer and 55° in winter.
- i. The rental period must include time for set-up and clean-up of the room. Please be considerate in not exceeding your agreed upon time.

Violation of these Rules and Guidelines:

Violation of the rental rules may result in the immediate termination of the event, eviction of attendees of the event, and forfeit of rental fee and security deposit. Additional fines/sanctions may apply at the discretion of the Brookside Homeowners Association. Violators may be prohibited from future rentals of the barn.

The Brookside Homeowners Association reserves the right to eject the renter at any time from the facilities if the renter's use of the facilities poses a danger to the safety of any other user of the facilities, a risk of damage to the facilities, or a hazard or disruption to the community.

CLEANING REQUIREMENTS

- Sweeping of all floors
- Cleaning up all spills
- Tidying the restrooms by emptying trash and cleaning up spills
- Returning all furniture to its original position
- Removing all decorations, including tape
- Cleaning of kitchen area, including sink, refrigerator, stove and countertop and mopping of floor if necessary. Remove all food from refrigerator.
- Replacing trash can liners
- Removing all trash to dumpster located behind Barn Courtyard

- Returning thermostat to designated temperature (80 degrees Summer, 55 degrees winter)
- Securing all windows and doors and turning off all lights before leaving
- Securing all exterior doors

Renters who have only rented one room of the Barn while another Renter has rented the other room of the Barn will need to communicate and work together to ensure that the cleaning is completed for the shared spaces (restrooms, kitchen, etc).

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