



Brookside Square Residential Community Clubhouse Rental Rules

The “**rental**” is a clubhouse room rental to a homeowner or renter who resides in BSRC. Renting the clubhouse **does not include the use of the clubhouse pool**. The renting member is required to be present during the entire rental. The occupancy of the clubhouse is not to exceed 49 people. Failure to adhere to this rule will result in future rental denials and renters will be responsible for the cost of the fines/violations incurred.

- Parking is restricted to Brookside Lane or Andrea Ave. **No cars** are to be parked in the residential parking lot adjacent to the building, not even in the unmarked/reserved spots. All parking spots in this court are for the residents of that court. Dropping off of party items is allowed but the cars **must not** remain parked there for the duration of the party.
- A **Key Code opens the** door which is located on the court side of the building. It is opened and closed by accessing the keypad of the electronic deadbolt lock. A rental key code will be issued by email to you before the rental date. It will be good from 9 AM to 10 PM on the day of the rental unless other arrangements have been previously made for access. Please use the code provided to you in the email to operate the door. You should receive the code during the week before your event. If you do not receive it by Friday morning, please call the office at: 908-359 1500.
- **Full rental** includes use of the clubhouse main room, 2 bathrooms, kitchen, and miscellaneous items including range, oven, microwave, refrigerator and freezer. Everything including counters, appliances and floor must be absolutely clean, and any items used must be returned to their proper location. Any lingering smells must be mitigated by the end of the rental.
Fish may not be microwaved!
- All **food, beverages and ice** brought into the facility **must be removed from the facility** at the **end** of the rental. Don't forget to empty the refrigerator and freezer. Any food items left will be discarded.
- **No Alcoholic Beverages** are permitted on the premises.
- **Decorations: NO GLITTER OR CONFETTI ALLOWED.** Staples, thumbtacks, or any other adhesive **may not be used** on the walls or ceiling. Masking tape, painters' tape or poster putty may be used to hang decorations must be removed and the walls/ceiling must be left clean.
DO NOT USE TACKS IN THE WALL OR CEILING.
- **Floor must be washed after use (not just swept)** and left in excellent non sticky condition. Cleaning supplies are kept under the sink in the kitchen and cleaning tools are kept in the coat closet in the bathroom hallway.

- **Bathroom supplies** (toilet paper, paper towels etc.) if needed can be found underneath the sink in each bathroom.
- All **Trash** must be collected and placed in the dumpster in the enclosure outside of the clubhouse. New trash bags can be found in the bottom of the garbage cans, and you must replace the used bag with a new bag in the cans, so they are ready for use. This applies to the bathroom trash cans also.
- **Recyclables** must be collected and separated (i.e. cans/bottles/plastics and cardboard/paper) and is the responsibility of the renter for proper disposal in the Brookside recycling area.
- **Tables and folding chairs** may be used as needed. At the end of the event all tables and chairs must be wiped **cleaned** and returned to their storage area in the utility room.
- Renters utilizing the outside patio must terminate their event outside by 10:00 PM. **No exceptions.**
- **Closing** after use:
 - Leave floors, surrounding outdoor grounds around the building and patio area clean.
 - Turn off kitchen range burners, oven, etc. and microwave
 - Return thermostat to 56 degrees in the winter and 80 in the summer.
 - Bathrooms must be left clean and wiped dry. The bathroom trash must be removed.
 - Turn off all the lights in the bathrooms, inside the bathroom hall, inside the clubhouse main room, and particularly **all the outside lights at the three doors.**
 - Deadbolt and **lock the door between the clubhouse kitchen area and the bathroom hallway.**
 - Close and lock the two clubhouse doors to the patio area manually and the third door following the instructions provided in your email.

By affixing my signature below, I am acknowledging that I have read all the rules and understand what is expected of me and the terms and conditions set forth.

Renters Signature: _____

Date: _____