

Northpoint Grand – Clubhouse Reservation Guide

Reservation Steps

- ☐ Confirm you are current on HOA dues.
- ☐ Check availability: [Northpoint Grand Google Calendar](#). Allow a 30-minute grace period if your request has another booked event for the same day-(4-hour blocks)
- ☐ Submit your reservation request via the [Rental Request](#).
 - ☐ Bookings are reviewed in order received (24–48 hr response)
- ☐ Provide required items for final confirmation
 - ☐ [Signed Rental Agreement](#),
 - ☐ Payment via [Buildium](#) account
 - ☐ (checks not accepted, no deposit required).

NOTE: When you see *Appointment booked: [Request]*, on the Google Calendar, it means we have your request on file. **Final confirmation** will only occur once we have:

- Completed agreement
- Payment
- Verification that there are no conflicts with other rentals.

Additional Information

- Reservations are booked in 4-hour periods.
- Fee: \$50 per 4-hour block (Example: 10 hours = \$150).
- Clubhouse Address: 450 Knollwood Dr, Carrollton, GA 30117.
- Furniture Provided: 10 round tables, 2 rectangular tables, 43 cushioned chairs, 17 folding plastic chairs.
- Additional supplies are in the cabinet left of the kitchen sink.
- If the playground is used, all trash must be cleaned up.