

## **KINGSPPOINT CLUBHOUSE RENTAL POLICY**

Stockholder members and non-resident members may rent the clubhouse for personal use according to the rental fee schedule. The sponsoring member must sign the reservation form and be present at the event. Club member who wish to host an event for a business or non-profit will be charged the non-resident/business fee.

Kingspoint residents who are not members of the Kingspoint club may rent the clubhouse according to the rental fee schedule.

Non-residents / businesses may rent the clubhouse according to the rental fee schedule.

Neighborhood groups may use the clubhouse without charge for their meetings, if each participant is a Kingspoint Club member.

If you wish to rent the clubhouse, please contact Ruth Ann Redbird at [kpclubrentals@gmail.com](mailto:kpclubrentals@gmail.com) or 540-239-7246.

Alcoholic beverages may be consumed in the clubhouse provided the person submitting the application obtains any necessary liquor license and complies with all applicable Virginia laws and regulations concerning service of alcoholic beverages. For details, contact the Hampton ABC office at (757) 825-7830.

### **RENTAL FEE SCHEDULE**

	Half-day	Full-day
Stockholder members	\$100	\$150
Non-resident members	\$300	\$500
Resident, non-members	\$500	\$650
Non-residents / businesses	\$300	\$500

### **ADDITIONAL FEES**

Security deposit: \$500

Cleaning deposit: \$100

Optional cleaning fee: \$100 (non-refundable)

### **USE POLICIES**

1. The assembly room, kitchen, and deck are furnished and rented "as is." The kitchen is equipped with a limited amount of cups, dishes, cutlery, cookware, and serving pieces. The assembly room is furnished with a small sitting area, 8 tables, and 46 chairs. 26 additional chairs and 6 rectangular folding tables are available and stored in the office. All indoor furniture must remain inside the building. Four additional rectangular tables are stored outside and can be used indoors or outdoors. The deck has benches,

tables, chairs, and an outdoor bar. The large outdoor gas grill adjacent to the deck is available for use by renters.

2. Renters are responsible for setting up for their function and cleaning up afterwards, including returning all furniture to the proper location (see Closure Procedure below). Set up and clean up time are included in the rental period. Please see the closing checklist for specific cleaning instructions. The closing checklist should be signed and left in the kitchen after completion of the rental.
3. If renters pay the \$100 non-refundable, cleaning fee, then they do not need clean-up afterwards. However, all personal items must be removed from the premises by the end of the rental time. Cleaning staff will dispose of all non-Kingspoint Club items remaining after the event.
4. Smoking is prohibited anywhere on the club grounds.
5. Children must be supervised by a parent or responsible adult at all times.
6. The use of tape or tacks on the floors, walls, and ceiling is prohibited. Two easels are available for displays.
7. Lights, HVAC, alarms, solar shades information:
  - a. The HVAC can be adjusted accordingly.
  - b. The ceiling fan and overhead lights are dimmable and outside lighting is available for the deck, front walk, and north parking circle from inside switches. (See diagram in kitchen.)
  - c. There is a security alarm system; please consult with club representative for directions.
  - d. There are solar shades on the three windows facing the creek; these may be lowered if glare is a problem; please raise them again before leaving.
8. Rental fees are for the clubhouse and adjacent wood deck areas. Renters will also have use of the green space and fire pit. The pool is available during the pool season with the rental of the clubhouse by those who have paid the pool user fee. The party hosts must contact the pool chairman at the time of the reservation to determine if additional lifeguards are needed for their function. If extra lifeguard coverage is needed due to the number of guests, the host of the party is responsible for payment of the extra guard's salary. If pool use is requested beyond the normal operating hours, there will be an additional charge for lifeguard coverage and the hours must be approved by the clubhouse committee chairman. All pool areas remain open to the club resident and non-resident members, although the picnic tables near the pool can be designated for the party only.
9. Renters shall only use the premises and grounds for the purposes declared in this agreement and shall not assign any interest in this agreement to any other person or party without first obtaining the written consent of The Kingspoint Club, Inc.
10. Renters are responsible for any damages caused by the renter and guests beyond normal wear and tear to the clubhouse and its exterior.

11. The Kingspoint Club is situated in a neighborhood. Renters shall not use the premises in any way that will unreasonably disturb neighbors. Renters should be considerate and limit loud music and noise after 10:00 p.m. on weekdays and 11:00 pm on weekends.

12. Parking is available as follows:

- a. There are a limited number of spots in the clubhouse parking lot on Northpoint Drive.
- b. One fully accessible handicap spot is located in this lot.
- c. Parking is available on Northpoint Drive adjacent to the Kingspoint Club property and in the parking circle below the clubhouse. Stairs lead up from the parking circle to the deck and walkway by the clubhouse.
- d. Please do not park in front of homes on the opposite side of Northpoint Drive or in the cul-de-sac area at the end of Northpoint Drive. Overflow parking is available in the grass field adjacent to the Kingspoint Club driveway.
- e. Double parking is not allowed on Northpoint Drive.
- f. Roadways must be kept clear in case of an emergency.

## **RESERVATIONS/PAYMENTS**

Stockholder members in good standing (i.e. current in dues payment) and Kingspoint Club member-clubs may reserve the clubhouse up to one year in advance. Non-resident members may reserve the clubhouse up to six months in advance. Members who would like to rent the club weekly or monthly may reserve up to a year in advance.

Effective July 1, 2018, stockholder members may reserve the clubhouse for free for one half-day per calendar year. Reservations for which the rental fee has been waived may be made no more than 30 days in advance (rentals in which the fee is paid may reserve space up to one year in advance). Members must pay the security deposit and cleaning deposit or cleaning fee at the time of reservation.

Space is reserved when a rental agreement has been signed and the applicable payment received. A \$50 deposit and an application form must be submitted at the time of the rental request, refundable within the first 30 days of receipt of the deposit. The remainder of the rental fee, security deposit, and optional cleaning fee deposits must be received within 30 days of the date of the event.

Kingspoint neighborhood clubs must have a rental agreement form on file with current contact information. Clubs may reserve the space by phone up to one year in advance of the event.

Payment must be made in the form of a check to The Kingspoint Club, Inc., and sent to The Kingspoint Club, Inc., P. O. Box 365, Williamsburg, VA 23187. A \$25 fee will be charged for all returned checks. The renter shall be responsible for compliance with all rules and regulations governing the use of the Kingspoint Club and agrees to leave the premises clean and in good order and repair.