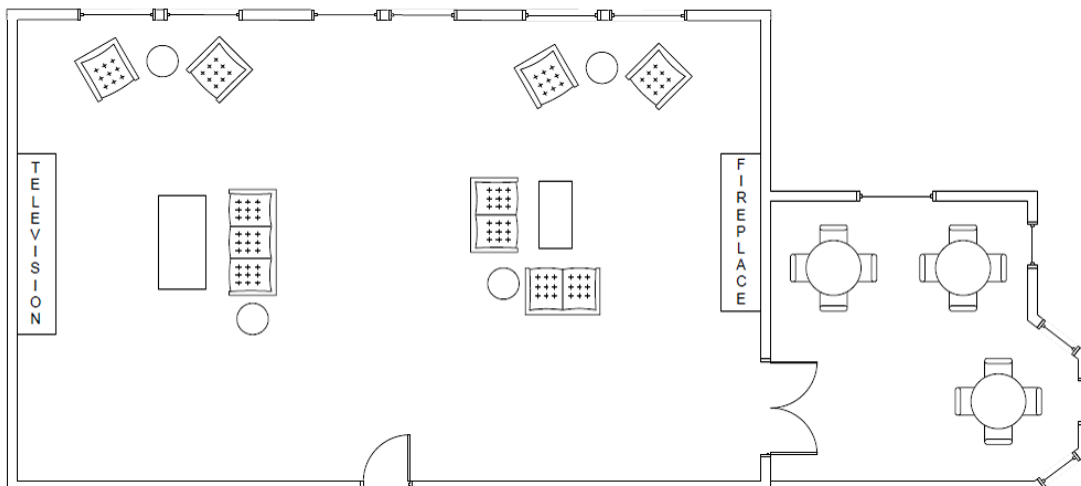


## STERLING WOODS MASTER ASSOCIATION Platinum Club Rental Form

Please completely read the below Platinum Club Rental Policy. Also, complete this section and return it **no later than two (2) weeks prior** to the rental date. Enclose two (2) checks: one for the Rental Fee and the other for the Security Deposit Fee. The Cleaning Fee is optional. However, if the facility is not satisfactorily cleaned, the fee will be applied to the Unit Owner's Account. Hours of operation are 9:00 AM to 11:00 PM. The upper level is alarmed from 11:30 PM to 6:00 AM and must be vacated before the alarm activates.

### Special Items of Note...

- 1) If you choose to move the upholstered furniture, do so with care. Pick them up and move them as opposed to pulling or pushing them. The pulling and pushing has damaged them in the past. Should you damage the upholstery you will be charged for the related repair costs. Also, please return the furniture to their original positions within the room. (Note schematic below.)
- 2) The Platinum Club alarm system automatically arms itself at 11:30 PM. Should you set the alarm system off, due to not being out of the clubhouse by 11:00 PM, you will be billed for any related costs incurred by the Association. Said costs could include, but are not necessarily limited to alarm company fees, REI fees, and City of Danbury fees to address the false alarm.
- 3) When you rent the clubhouse, you are not allowed to set up the day before. If you arrive on the day of your rental, and find the condition of the clubhouse to be unsatisfactory, please call (203) 744-8400 and hit 0 to leave a message with REI's answering service. We do suggest you inspect the clubhouse as early as possible if your event follows another rental. This way, we will be in a better position to assist with any emergency measures that are needed.
- 4) After throwing out your garbage, please be sure to put new garbage bags in all trash cans in the bathrooms and in the kitchen.



**Section 1:** To be Completed by Renter.

Renter's Name \_\_\_\_\_  
Phone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Unit #: \_\_\_\_\_  
Owner's Address: \_\_\_\_\_  
Phone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Rental Date: \_\_\_\_\_ Hours of Usage: From \_\_\_\_\_ To \_\_\_\_\_

Rental Purpose: \_\_\_\_\_

Maximum Attendance Expected: Adult: \_\_\_\_\_ Children: \_\_\_\_\_  
(Per Fire Marshal - maximum number of guests is 49)

**Each Unit Owner renter or Unit Occupant renter, as the case may be, agrees to indemnify and hold the Association and the other Unit Owners at Sterling Woods harmless from any and all costs, claims or expenses arising because of any claim which may hereafter be presented by anyone for loss, damage or personal injury as a result of any activities which occur in connection with rental of the facilities described herein by the Unit Owner renter or Unit Occupant renter, as the case may be. Said indemnification shall include the reasonable attorney's fees and court costs incurred by the Association or other Sterling Woods Unit Owners in the defense of any such claim.**

The Unit Owner must sign this form and assume full responsibility for any rental.  
I hereby attest that all the information provided above is accurate. I have read the Platinum Club Rental Policy and accept all its conditions.

\_\_\_\_\_  
**Unit Owner Signature**

\_\_\_\_\_  
**Date**

**Section II:** To be completed by the Managing Agent.

<b>Fees</b>	<b>Date Received</b>	<b>Check No.</b>	<b>Date Returned</b>
<b>Rental: \$100.00</b>			<b>NA</b>
<b>Deposit: \$250.00</b>			
<b>Cleaning: \$80.00</b>			<b>NA</b>

**Return To:** Sterling Woods Master Association, Inc.  
c/o REI Property Management, Inc.  
The Platinum Club  
117 Silversmith Drive  
Danbury, CT 06811

... (or) deliver to the on-site Property Management office at the Platinum Club.

**STERLING WOODS MASTER ASSOCIATION**  
**Platinum Club Inspection**

**PRE USE INSPECTION:**

**Renter's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Location</b>	<b>Condition</b>	<b>Clean</b>	<b>Needs Cleaning</b>
Men's Room			
Ladies Room			
Kitchen <small>(Note any appliance needing cleaning)</small>			
Main Room <small>(Note any stains on furniture or rug)</small>			
Game Room			
Television Remote Control		Yes	No
Patio Area			
Entrance			
Porch			

Comments:

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**AFTER USE INSPECTION:**

**Renter's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Location</b>	<b>Condition</b>	<b>Clean</b>	<b>Needs Cleaning</b>
Men's Room			
Ladies Room			
Kitchen <small>(Note any appliance needing cleaning)</small>			
Main Room <small>(Note any stains on furniture or rug)</small>			
Game Room			
Television Remote Control		Yes	No
Patio Area			
Entrance			
Porch			

Comments:

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## Appendix: B

### STERLING WOODS MASTER ASSOCIATION Platinum Club Rental Policy

**Each Unit Owner renter or Unit Occupant renter, as the case may be, agrees to indemnify and hold the Association and the other Unit Owners at Sterling Woods harmless from any and all costs, claims or expenses arising because of any claim which may hereafter be presented by anyone for loss, damage or personal injury as a result of any activities which occur in connection with rental of the facilities described herein by the Unit Owner renter or Unit Occupant renter, as the case may be. Said indemnification shall include the reasonable attorney's fees and court costs incurred by the Association or other Sterling Woods Unit Owners in the defense of any such claim.**

#### 1. Description Of Rental Facilities

The main floor consists of: a large party room with wall-to-wall carpeting, fireplace and television; a carpeted meeting room with table and chairs and an office (these are not included in the rental area); a card room; a kitchen with gas range, microwave, refrigerator, sink, and dishwasher; and restrooms.

The individual Village Associations or recreational clubs at Sterling Woods may use the Platinum Club main floor without charge for approved community functions. These include but are not limited to bridge clubs, knitting clubs, holiday parties or celebrations. These activities must be scheduled with the property manager and must comply with all rules pertaining to use of the Platinum Club.

Rental of the Clubhouse facilities does not include access to any other Platinum Club facilities such as exercise rooms, swimming pool, swimming pool area, or pool furniture. You may use the upper deck area outside only if it does not impede use by other Unit owners. Rental of the clubhouse for business or political purposes including, but not limited to sales demonstrations, advertising, solicitations, marketing of products or services, political campaigning or political candidate use, is not permitted.

**\*\*\*Please note:** The remote control for the television is to be used by renters only. It should remain in the kitchen cabinet above the refrigerator when not in use. *You must put the remote control back in the cabinet after your party.* If the remote control is noticed as missing after your party, you will be subject to paying the replacement cost of the remote of \$65.00. This money will be deducted from your security deposit.

#### 2. General Terms

- Renters (herein defined as Unit owner or Unit occupant *only*) are charged a nominal fee of \$100.00 to offset energy use, lavatory supplies, normal depreciation and general maintenance.

- In addition to the rental fee, owner/occupant renters are required to leave the facility in at least as good condition as existed prior to the rental. As partial insurance against possible damage or inadequate cleaning, the Association also requires each renter to post a \$250.00 deposit, all of which will be refunded if the premises are vacated in pre-rental condition. This deposit however, does not represent the renter's total liability. The renter must accept full responsibility for his/her guest's behavior throughout Sterling Woods II and must return the rental facilities to pre-rental condition. The renter is fully responsible for all costs, regardless of the amount, necessary to restore the rental facilities to at least as good a condition as existed prior to the rental. It is the renter's option to either clean the Clubhouse rental facilities themselves or have it cleaned by the firm that does the routine cleaning. If you elect to have the rental facilities cleaned by this firm you must submit a check as indicated in item 3 below.

During the rental period, the Board of Directors may further restrict the use of the facility, including immediate termination of usage, if it is being misused, abused or if there is a disturbance of the peace.

- Usage of the rental facility is limited to the purpose stated on the rental form, as is the number of guests.

### **3. Reservations, Payments, Refunds and Deadlines**

To reserve the Clubhouse rental facilities', Reservation Forms are available at the Bulletin Board at the Clubhouse or you can obtain one by calling REI Property Management at (203) 748-0859. This completed form must be submitted at least 14 days prior to the rental date along with the rental charge of \$100.00, security deposit of \$250.00 and cleaning fee of \$80.00 (if you chose to have the Clubhouse professionally cleaned). All checks should be made payable to "Sterling Woods Master Association, Inc." The rental fee is non-refundable less than one week prior to rental date. The security deposit is fully refundable upon satisfactory inspection after use. Checks should be mailed to:

Sterling Woods II – Master Association  
c/o REI Property Management  
The Platinum Club  
117 Silversmith Drive  
Danbury, CT 06811

...or deliver them to the on-site Property Management office at the Platinum Club.

### **4. Inspection**

It is the renter's responsibility to fill out the inspection sheet in its entirety. The renter should fill out the sheet both before and after the time of the rental. This should be returned with the key following the date of the rental.

## **5. Alcoholic Beverages**

Persons of legal drinking age may be served alcoholic beverages in moderation only. The renter is fully responsible for any consumption by minors, and for any personal property damage, injury or death resulting from drunkenness (as legally defined) caused by excessive consumption of alcohol served on the premises during the rental. Any display of public drunkenness may result in the restriction or immediate termination of the rental.

No breakable products i.e.: drinking glasses, glass bottles, etc. are permitted outside the Clubhouse.

## **6. Decorations**

**Note: Do Not Use Tape or Nails of Any Kind On the Window Trim or Clubhouse Walls!**

The use of decorations is limited to table and free-standing decorations only. The use of tape, nails, tacks, pins or adhesives of any kind on the clubhouse walls, doors, woodwork, window frames, ceilings or any other woodwork within the clubhouse is strictly prohibited.

## **7. Cleanup**

For those renters choosing to clean themselves, cleanup should be initiated as soon as the party has ended and must be completed within two hours. The clubhouse cannot be vacated in an unclean condition.

## **STERLING WOODS MASTER ASSOCIATION**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Rental Date: \_\_\_\_\_

### **Cleaning the Platinum Club**

1. Cleaning must be initiated as soon as the party had ended and must be completed within two hours. The clubhouse cannot be vacated when it is in an unclean condition.
2. A post party inspection will be conducted by the property manager or their appointee. If they determine that the cleaning requirements have not been met, the cleaning service will be contacted and their fee (currently \$80.00) will be deducted from the deposit. This will be enforced rigorously.
3. Cleaning requirements:
  - a. All counter tops in the kitchen must be cleaned – any spills or stains must be removed.
  - b. All kitchen appliances must be cleaned – no spills or stains.
  - c. The kitchen floor must be clean – any spills must be removed.
  - d. The bathrooms' sinks and toilets must be wiped down with paper towel.
  - e. The bathrooms' floors must be clean – any spills must be removed.
  - f. All garbage containers must be emptied and a new bag should be inserted.
  - g. All perishable food must be removed from the premises.
  - h. All green garbage containers must be closed tightly and returned to the outside containment area.
  - i. The entire clubhouse floor must be vacuumed – there should not be any noticeable dirt.
  - j. The glass top tabletops must be wiped clean – no stains should be apparent.
  - k. Any card or serving tables used for the party must be wiped clean before returning them to the storage room.
  - l. All tables and chairs must be stacked neatly in the storage room. Using the kitchen key, lock the door.
  - m. The glass top tables and furniture must be returned to their original locations.
  - n. All decorations used for the party must be removed.
  - o. All windows must be locked before vacating the clubhouse.
  - p. All lights should be turned off.
  - q. Thermostats should be returned to their original settings.
  - r. Return the sign indicating the clubhouse is rented back into the kitchen.

Please use this list to check off each requirement when completed. Return this sheet with your post-check sheet and the kitchen key. Use the kitchen key to lock the dead bolt on the kitchen and storage closet doors, and then put the key in an envelope with your name on it and slide it under the office door.

**Services performed when paying for cleaning fee during a party by cleaning vendor:**

Vacuums entire upstairs.

Wipes down outside of kitchen cabinets, refrigerator and oven/stove (including top of stove).

Cleans bathrooms including floors.

Cleans kitchen floor, countertops and sink.

Cleans glass tables.

Wipes down fingerprints on glass doors.

Puts garbage bags back in cans in kitchen and bathrooms.

Wipes out inside of microwave.

Dusts.

**Services not provided when paying the cleaning fee and the following is the renter's responsibility:**

The renter needs to wipe down and put away all tables and chairs in closet (neatly as shown in diagram in closet).

The renter needs to return the glass top tables and furniture to their original locations. There is a diagram on the bulletin board in the entranceway showing the layout of the furniture. The renter should put the sign indicating the clubhouse is rented back into the kitchen.

The renter must throw out their garbage bags on the side of the clubhouse (in garbage pen area) and leave kitchen free of food.

The renter needs to wipe out any spills inside the refrigerator and the oven.