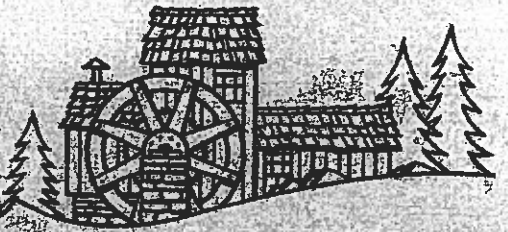


HOMEOWNERS' ASSOCIATION

MILLRIDGE TOWNHOUSES

1610 1/2 N. W. 143rd Avenue • Portland, Oregon 97229



MILLRIDGE CLUBHOUSE RENTAL GUIDELINES & AGREEMENT

General Information

Capacity: 40

Hours: 8:00a.m. until 1:00a.m.

Cost: \$50 per day plus \$60 refundable damage/cleaning deposit. The resident renting the facility is responsible for any damage or areas not cleaned & returned to the condition it was before the event. Any failure to do so will result in the HOA keeping the deposit or portion thereof for damages incurred during the rental period. If damages exceed deposit, resident will pay to HOA the amount in Excess of deposit

Keys: the keys may be picked up the day prior to the event. Lost keys will result in a charge to the resident.

Space: The area available for rent in the clubhouse includes a kitchen, restroom & a large gathering room. The swimming pool may be used during the open season but may not be exclusively reserved for an event at the clubhouse.

Renters: The clubhouse may only be rented by adult residents who must be present during the entire time of the event. Children must be supervised by an adult resident & may not play on the trees or lawns.

Residents delinquent in dues or other fees due to the HOA may not use the common area including the clubhouse or the pools (CC&Rs Article IX Paragraph 9.4b)

Furniture: If additional seating is needed, there are chairs stored in the shower area of the restroom.

Noise: Music, recordings or any noise should not disturb the residents.

Decorating: Masking tape or nails are not to be used to hang decorations. A specific removable poster tape is available at hardware stores. Chairs or tables are not to be used as ladders.

Fire Extinguishers: Two extinguishers are available in the clubhouse. One in the lounge, the other in the kitchen.

Ceiling fans: Directions for operating fans are posted over light switches in entry way. Do not use pull chains.

Cleanup: Remove all decoration & refuse
Vacuum & clean vacuum cleaner after use
Mop kitchen & bathroom if soiled
Clean the kitchen, stove top & oven, empty refrigerator/freezer
Bag your trash, remove all leftover supplies (plates, cups, etc)
Dispose of trash in alley dumpster
Replace with clean trash bag (stored under sink)
Return furnishings to original configuration
Close & lock all exterior doors
Return keys to committee member. After a walk through has been
Completed & accepted by committee member, your deposit will be
Returned.

Resident signature _____ Unit # _____

Date reserved _____ Phone # _____

Rental deposit received \$ _____ Check # _____

Received by committee member _____ Date _____
Signature

Check out:

Inspected by committee member _____ Date _____

The amount of \$ _____ from damage/cleaning deposit is being retained
For the following reason

Resident's acknowledgement _____
Signature