

# TLC Clubhouse/Pavilion/Pool Rental Request Agreement

(Rev. December 4, 2024)

- (1) First and foremost, **Check the 'Calendar'** at Atlanta Community Services ([atlantacommunityservices.com](http://atlantacommunityservices.com)) for facility availability on the date and time of your desired rental and complete rental reservation request process. Reservations for the Clubhouse can be made 45 days in advance, and tennis/pickleball courts can be reserved 30 days in advance.
- (2) **Print this Agreement** in the "Documents" section, completely fill it out, and
- (3) **Scan and Email to:** [tori@atlantacommunityservices.com](mailto:tori@atlantacommunityservices.com) and copy [lori@atlantacommunityservices.com](mailto:lori@atlantacommunityservices.com)

## Litchfield Hundred Homeowners Association, Inc. Clubhouse / Pavilion / Pool Use Agreement and Request Agreement

### Terms of Use Agreement for Litchfield Hundred Clubhouse / Pavilion / Pool:

1. Rental/Cleaning fee of \$ 200.00 and a separate refundable Security Deposit fee of \$250.00. Security Deposit will only be processed after HOA inspection if any terms of agreement have been violated.
2. The use of glitter or small confetti is prohibited.
3. Clubhouse to be left in good condition, all furniture returned to its original location and thermostat reset to 'Program'.
4. All interior (both restrooms and deck) doors and exterior doors are to be locked upon exiting the Clubhouse.
5. All trash and food are to be removed from the Clubhouse, refrigerator and recreation area used by the resident or guests.
6. Private use of the pool or pool wood deck is NOT permitted in the use agreement of the Clubhouse.
7. No alcoholic beverages may be sold during use of the facility.
8. Smoking and vaping are not allowed in the Clubhouse. Litchfield Hundred is a smoke/vape-free environment.
9. Resident is responsible for noise control of guests and agrees to vacate the premises by 11:00 pm.
10. Resident hosting parties of greater than six (6) guests who also wish to use the pool as part of this Clubhouse / Pavilion / Pool rental must hire the services of a lifeguard by contacting the pool company, and comply with current "LH Pool and Pool Party Rules." To book a lifeguard, log in to [atlantacommunityservices.com](http://atlantacommunityservices.com) and click on **Documents**, then **Amenities Documents** and download and read "LH Pool and Pool Party Rules," section Pool Parties.
11. Resident hosting parties of greater than six (6) guests who also wish to use the pool, but who will not require access/key to the Clubhouse also must make a reservation thru this form, and must hire the services of a lifeguard as outlined above. There is no rental cost to reserve a pool party if Clubhouse access is not required.

12. Any Resident reserving the Clubhouse must attend the event reserved (the reservation must not be passed on to anyone else, residents nor non-residents).

13. Only **ONE** reservation per day will be approved, and only with full application, Rental Fee and Security Deposit.

**Failure to comply with the above 13 Terms of Use will result in the forfeiture of your Security Deposit. Significant damages to the facilities can result in a claim for damages being filed against the renter.**

Please contact the current LH Amenities Board Member to report any concerns about the condition of the Clubhouse before your usage.

Resident further agrees to indemnify Litchfield Hundred Homeowner Association, Inc. against any liability, loss, costs, damages, attorney fees and expense of whatever nature Litchfield Hundred Homeowners Association, Inc. may sustain or incur by reason or in consequence of a claim by myself or any guests, as a result of the use by the undersigned of the facilities of the Homeowner Association.

In witness whereof, the undersigned resident of Litchfield Hundred or Overlook has caused this agreement to be executed as of the date and year listed below.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_ Date: \_\_\_\_\_

Agreement accepted by Litchfield Hundred Clubhouse Monitor

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Note: This reservation is **NOT** confirmed until monies due for the rental are received by Atlanta Community Services, and the LHHA Clubhouse / Pavilion / Pool Agreement is signed by the Member/renter and the Litchfield Hundred Clubhouse Monitor.

After making reservations on [rhc2020.reservemycourt.com](http://rhc2020.reservemycourt.com), please print out this completed contract and online form and scan and email to [lori@atlantacommunityservices.com](mailto:lori@atlantacommunityservices.com) and copy [tori@atlantacommunityservices.com](mailto:tori@atlantacommunityservices.com) the signed and witnessed contract.

Tori Minish  
Work phone: 678-845-8112

**Please complete the following information:**

Resident's Name: \_\_\_\_\_

Resident's Street Address: \_\_\_\_\_

Resident's City State ZIP: \_\_\_\_\_

Best Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

**(Please note that all events must be completed within an eight (8) hour time frame, including a 4-hour event plus 2-hours set-up and 2-hours tear-down of the event)**

AREA(S) TO BE RESERVED (check all that apply): \_\_\_\_\_

Party Pavilion: \_\_\_\_\_

Clubhouse: \_\_\_\_\_

East Lawn (adjacent to party pavilion): \_\_\_\_\_

West Lawn (adjacent to 4th tennis court): \_\_\_\_\_

Number of guests (approx.): \_\_\_\_\_

Will you/your guests be using the pool? \_\_\_\_\_

Additional Comments: \_\_\_\_\_