

Dear Stratford HOA Member,

Thank you for your interest in renting the clubhouse. The clubhouse is available only to residents.

To rent the clubhouse: Check www.stratfordevans.net calendar to see if your day is available. If so, email me with your requested date to verify. Once I have confirmed the date with you, please fill out the SCA Rental Agreement and Form (found on the website) and bring it to me with 2 separate checks, one in the amount of \$75.00 (rental fee) and one in the amount of \$150 (security deposit)^{***}, You may **drop off your rental agreement form and payment 211 Bainbridge Drive**. Please do this within 48 hours after I confirm your time in order to reserve your date requested. Make both checks payable to the Stratford Homeowners Association. I will destroy your security deposit check after the event if the clubhouse is in the condition it was in prior to the event. Be aware that you must be current in your HOA dues and assessments in order to rent the clubhouse. Once approved (form and checks received), **I will activate your pool card** for access to the clubhouse on the day of your event.

Please note: **Your reservation is not complete until I receive the form and your checks. Do not leave forms or checks in my mailbox.** Give me a call if you know you're coming by.

Remember the following important rules (see the SCA Rental Agreement and Form for additional rules and information):

- **I will activate your card in time for your rental and will send you an email informing you of the card number I am activating. You are responsible for ensuring your card works prior to your event. You should use this opportunity to check for any pre-existing damage or problems. If I do not hear from you about existing damage prior to your event, you will likely be held responsible.**
- **No tacks or tape to secure decorations to walls, furniture, ceiling fans or any painted surface. Doing so could forfeit your deposit.**
- **No frying of any sort in the clubhouse.**
- **You are responsible for leaving the Clubhouse in the condition in which it was found, i.e., clean, with the furniture in its original location, and all trash removed, and no damage. I will conduct a walk-through after your event.**
- **Return the thermostat to 60F in the winter (Auto) and 80F in the summer. Turn off all lights and TV, and ensure all doors are locked.**
- **Use of the Pool is Not included in the clubhouse rental.**

Thank you,

Scott Lively
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^{***}Note for business rentals (but only by residents) the fee is \$150 and the security deposit is \$200.