

THE LODGE AT LAUREL RIDGE
USAGE GUIDELINES FOR PROPERTY OWNERS

In the spirit of preserving the safety and cleanliness of the Lodge, property owners using the facility are requested to observe the following usage guidelines:

- Property owners who are current on all usage fees, assessments and dues are eligible to use the Lodge for private gatherings.
- The Lodge rental fee is \$50.00 for 4 hours. Each additional 4 hours is \$25.00. The Lodge rental fee includes set up time, usage time & clean up time. **There is a required cleaning deposit of \$125.00. Should you choose to clean yourselves, the cleaning deposit will be returned after inspection.**
- Maximum occupancy in the Lodge is 127.
- The Lodge at Laurel Ridge is a smoke-free facility. Smoking is permitted on the concrete drive at entrance to Lodge. Please deposit cigarette/cigar butts in the receptacles provided at front door before entering the Lodge.
- Wine and beer may be served by property owners if food is being served. Other alcoholic beverages are not permitted.
- No open fires, charcoal grills or fire pits are permitted at the Lodge, on the grass area, or the parking lot areas around the Lodge. Gas grills are permitted and must be placed on the lower level of the Lodge on the concrete parking area. The renter must supply and have a fire extinguisher.
- Bicycles, roller blades, skateboards and any similar equipment may not be used inside the Lodge due to the potential for damage to the flooring.
- No decorations may be attached to the walls as the use of nails, pushpins, or thumbtacks will damage the plaster.
- Music or performances must be kept at a moderate level to preserve the peace and quiet that we all hold precious.
- Parking is permitted in designated parking areas only. No vehicles are allowed in spaces that have been designated for use by Laurel Ridge Fire Officials since they need clear access in case of fire.
- All paper products, serving/eating utensils and tablecloths will be supplied by the renter. None of the equipment in the pantry (eg., coffee makers, punch bowls,

etc.) can be used by renters. It was purchased by the LR POA for functions open to all residents.

- The interior of the facility should be cleaned and left in the same condition as found. All trash should be removed and placed in the dumpsters at the entrance gate. Parking lot and any exterior locations should be cleared of debris from the event. This includes the walkways/entrances. All food or drink spillage should be cleaned up prior to leaving event so as not to cause permanent damage to floors, counter-tops and furnishings. All lights, fans, music, TVs, kitchen appliances (except refrigerator) should be turned off upon leaving. If you are going to clean the Lodge yourself, refer to the Facility Cleaning Guideline and check each item. Leave the Guideline on the kitchen counter. The cleaning deposit will not be refunded until the Lodge manager/member uses the Guideline to assess the cleanliness of the Lodge.
- Leave the Lodge key on the nail on the bulletin board in the kitchen & leave the Facility Guideline on the kitchen counter.
- At your request the Lodge cleaning service may be employed to clean up. We have secured the services of a reliable local cleaning company for \$125.00.
- To use any part of the audiovisual system at the Lodge, please contact Pauline Orban to make arrangements before your event. The usage fee is \$15.00.
- Please replace the plastic dust covers on the window benches prior to departing the Lodge.
- Mail your check, which includes your rental fee and the cleaning deposit, to Warren Stillwell, Treasurer, 1 Sugar Maple Drive, Black Mountain, NC 28711 with the information form. Return the second information form to Pauline Orban, 58 Great Aspen Way, Black Mountain, NC 28711.

Please contact Pauline Orban at 828-713-9174 or pko@email.com for further information.

INFORMATION SHEET
THE LODGE AT LAUREL RIDGE
RENTAL APPLICATION AND AGREEMENT
FOR PROPERTY OWNERS

NAME: _____

STREET: _____ LOT #: _____

HOME PHONE NUMBER: _____

WORK & CELL PHONE NUMBER: _____

E-MAIL ADDRESS: _____

DATE REQUEST FOR RESERVATION: _____

START TIME/END TIME: _____

TYPE OF EVENT: _____

NUMBER OF GUEST EXPECTED: _____

RENTAL AMOUNT DUE: _____

REFUNDABLE \$125.00 DEPOSIT FOR CLEANING _____

TOTAL AMOUNT DUE: _____ CHECK # _____

DO YOU PLAN TO CLEAN THE LODGE? _____ OR HAVE IT CLEANED BY POA? _____

SIGNATURE & DATE: _____

PRINT NAME: _____

RETURN THIS INFORMATION SHEET AND THE TOTAL AMOUNT FOR THE RENTAL FEE &
LODGE CLEANING AMOUNT OF \$125 TO:

TREASURER
LAUREL RIDGE PROPERTY OWNERS ASSOCIATION
1 SUGAR MAPLE DRIVE
BLACK MOUNTAIN, NC 28711

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Return this copy of the information sheet to

Lodge Manager
1 Sugar Maple Dr.
Black Mountain, NC 28711