

## Fosters Pointe

### Clubhouse Rental Process

- 1) Please visit our website at [www.fosterspointehoa.com](http://www.fosterspointehoa.com) to check the Clubhouse Calendar for availability.
- 2) If the date you would like is available, download and print off the Clubhouse Rules/Rental agreement. Complete the form and mail it, with your rental check and security deposit check to: Fosters Pointe HOA, Clubhouse Rental, P.O. Box 41, Maineville, OH 45039.
- 3) You will receive an e-mail communication confirming your reservation
- 4) All Contracts must be received and reservations confirmed a minimum of TWO WEEKS prior to the date you would like to reserve.
- 5) Reservations can not be made more than ONE YEAR before the rental date.
- 6) A reservation is not final until payment is received and you receive confirmation from the Clubhouse Manager.
- 7) Cancellations must be made more than ONE WEEK prior to the rental date to receive refund of your rental fee.
- 8) Please note, you must provide a general cleaning to the Clubhouse after your use. Please see the Clubhouse Rules/Rental agreement for details. If you do not clean in accordance with the agreement, all or a portion of your security deposit will be forfeited.