

Milestone Clubhouse Rental Procedures

Milestone Owners Association (MOA) 550-4656

Form and payment

- 1) Complete the attached Milestone Owners Association Clubhouse Reservation Form
- 2) \$150.00 deposit payable to Milestone dated the date of your event.
- 3) Separate check for the maintenance fee, payable to Milestone, dated with the current date.
- 4) **MoA assessment account must be paid in full to allow approval of rental request**

Usage of the clubhouse (maintenance fee) **up to 4 hours is \$35.00 or for more than 4 hours is \$60.00.**

Please return your **reservation form** and **two checks**:

- A. Drop off the form at the clubhouse during office hours, or
- B. Mail it to 11030 Milestone Drive, Mechanicsville, VA 23116

Obtain your event access

Please call the clubhouse office one week prior to your event to obtain your front door access card/fob.

Clean up (must be completed during scheduled rental time)

Kitchen (Cleaning products are under the sink. Broom, mop, trash liners are in the pantry)

- ✓ Clean Sink
- ✓ Wipe the counter tops
- ✓ Wipe clean the stovetop, inside the oven and inside the microwave, if used
- ✓ Sweep and damp mop the floor in the kitchen and down the hall
- ✓ Remove all trash from both kitchen garbage containers. Take the trash outside and place it in the cans located behind the clubhouse.
- ✓ Put new trash bag liners in the kitchen garbage containers
- ✓ Remove ALL items from refrigerator and freezer
- ✓ Dishwasher needs to be empty and all dishes put away

Great rooms

- ✓ Clean and wipe all tables
- ✓ Vacuum the carpeted areas (The vacuum is located in the main storage closet at the end of the hallway)
- ✓ Make sure the TV remotes are put back on table near the big screen television
- ✓ Please put the furniture back the way you found it!

Bathrooms

- ✓ Clean sinks
- ✓ Check the floors to be free of any toilet paper or paper towels
- ✓ Empty trash from both bathrooms and replace with new trash liners
- ✓ Make sure all toilets are flushed (and cleaned if needed)

Windows

- ✓ Leave windows locked, and blind slats open and straight

***** WEEKEND RENTAL EMERGENCY*****

If you have a rental emergency call **COMMUNITY PARTNERS OF VA** at 378-5000 and you will be prompted.

Heat/AC Instructions

Changes are made using the touch-screen interfaces on the thermostat on the wall in the meeting room near the door to the kitchen **and** on the thermostat on the wall in the hallway near the large empty room.

To change the temperature only:

1. lift the cover (It should not be locked, but if it is, there is a black key in the end table under the thermostat in the meeting room).
2. adjust the temperature to the desired temperature setting by touching and sliding the circle with the current temperature on the picture of the thermometer.
3. enter the code 3434 when prompted.
4. choose "hold 2 hours" or "hold 4 hours". **PLEASE do not choose "hold indefinitely"**.
5. Your temperature should be set now.

To Switch from Heat to a/c or a/c to heat:

1. lift the cover (It should not be locked, but if it is, there is a black key in the end table under the thermostat in the meeting room).
2. Choose "details" option.
3. choose "system" option.
4. Enter the code 3434 when prompted.
5. Choose "Heat" or "cool"
6. choose "done" two times to back out of programming screen.
7. adjust the temperature to the desired temperature setting by touching and sliding the circle with the current temperature on the picture of the thermometer.
8. choose "hold 2 hours" or "hold 4 hours". **PLEASE do not choose "hold indefinitely"**.
9. Your temperature should be set now.
10. ******If you switch from heat to A/c or A/C to Heat, please return the Thermostat to the original setting prior to leaving; It will not switch back and forth between the two settings on its own.******

Wifi Instructions

Newer devices iPhones, iPads, Laptops use:

Milestone N Access Point

Password: 0987654321

For older laptops and devices use:

Milestone Access point

Password: 0987654321

_____, 20____
Function Date

S___ M___ T___ W___ TH___ F___ S___

MILESTONE OWNERS ASSOCIATION
CLUBHOUSE Reservation FORM
550-4656

Office Use:
____calendar
____web
____lock
____User #
____zone
____code

Owner's Name

_____ \$150.00 Deposit Check

Street Address

_____ \$35.00 OR _____ \$60.00

City, State, Zip

Home Phone

Work Phone

Cell Phone

E-MAIL

Type of Function

of Guests

Beginning Time - Ending Time

- ____ (Initial) I am not to attach anything to the clubhouse walls, doors, molding or ceiling
- ____ (Initial) I understand that if pool use is involved in the event, no wet bathing suits will be allowed in the clubhouse. Food must be served in the clubhouse and no entertainment is allowed on the pool deck during regular pool hours.
- ____ (initial) I understand that I am not to prop the front door or attempt to alter the lock on the front door in any way.
- ____ (Initial) I understand that I must attend the function
- ____ (Initial) I understand that my access will be de-activated after my function is over

NOTE: there may be a function scheduled after yours, so please plan to clean & exit the clubhouse on time.

I have read and understand the Milestone Owners Association rules that govern the facility reservations, and I agree to abide by them. My application specifies the entire time I plan to set up and clean up. If I plan to serve alcohol, I understand that I am fully responsible for complying with the applicable laws and will obtain a liquor license. I understand that I may forfeit my deposit and/or be charged for the cost of cleaning/repairs if any items on the cleanup checklist are not completed, the facility is left unsecured in any way, or anything is damaged. I understand that my MOA assessment account must be paid in full in order to rent the facility.

This rental reservation is subject to cancellation due to unforeseen circumstances or possible clubhouse renovations.

Applicants Signature

Date Form Completed