

CLUBROOM RENTAL CHECKLIST – Updated January 2026

To rent either the Sloan or the Regency Hills clubroom, first contact the Calendar Coordinator, at rap.calendar2@gmail.com, to find and hold an open date. **Once you have your date, if you have further questions, contact the Facilities Committee co-chair. Please read all pages, especially what you are and are not renting listed under Clubroom Rental Rules.**

The availability of clubhouse rentals on Easter, Thanksgiving, and Christmas is contingent upon the availability of our volunteers to complete the pre and post inspections of the facilities. If our volunteers are not available, the facilities will not be rented.

The rental fee will be waived under the following conditions: If there is no conflict with a previously scheduled event or activity, the Clubroom can be used for a period not to exceed one day to celebrate the life or mourn the loss of a resident and/or parent, son or daughter of a resident; urns and such are not allowed at this celebration of life. The security deposit is still required and will be returned as appropriate upon completion of the event.

The date will be held for you for 15 days during which you must submit:

1. Registration Form signed by resident.
2. Check for the rental fee made out to Regency at Providence.
 - a. Rental Fee for events that are resident only private events: \$50.00
 - b. Rental fee for events that include residents and non-residents: \$150.00
3. Check for \$200.00 made out to Regency at Providence. (your check will be returned if the facility has been cleaned and there is no damage)
4. If your caterer is staying on site, provide proof of liability insurance to Community Manager.
5. Both checks should be dated for the date of the event. The rental check will NOT be cashed until after the event.

All the above should be submitted to the management office at the Sloan clubhouse:

Regency at Providence
199 Sloan Road
Phoenixville, PA 19460

Your reservation is **not** confirmed until all these submissions are received.

_____ **Renter's Signature**

Date: _____

CLUBROOM RENTAL REGISTRATION FORM

Homeowner Hosting Function _____

Address _____

Telephone _____

E-mail Address _____

Requested Reservation Date and location (Sloan or RH) _____

Start Time Requested (including set-up) _____

Ending Time (including clean-up) _____

Number of Guests (*maximum of 74 at Sloan, 53 at Regency Hills*) _____

Catering Service (if used) _____

Surprise Party? No___ Yes___ If yes, contact telephone _____

Renter's Signature _____

Date _____

***** Office use only *****

Rental Fee (\$0, \$50, or \$150) \$_____

Cleaning Fee (\$200) _____ Returned -or- Charged for Cleaning (circle one)

Proof of Insurance if using caterer: _____

Rental Rules Initialed _____

Pre-inspection checklist Initialed by Renter and Inspector _____

Post-inspection checklist Signed by Inspector _____

Clubroom Rental Rules – Apply to All Rentals

The clubroom is made available for rent only to residents/homeowners and only for social gatherings HOSTED by the RESIDENT/Homeowner. Family or friends may not complete the rental process on behalf of the resident/homeowner. **The resident must be present throughout the rental.** It may not be rented for meetings for any commercial and/or political activity. Renter verifies that he/she is a Resident-in-Good-Standing of The Regency at Providence Community Association. Renter acknowledges that the purpose of the rental is PERSONAL, not that of any groups, organizations, or businesses.

The Community Association Board may, at its discretion, exclude from further rentals any resident/homeowner who disregards any of the clubhouse rules or the clubroom rental rules, who fails to control their guests, who fails to return the facility to pre-rental condition, or who causes damage.

We ask that you and your guests respect the rights of residents using other parts of the facilities and/or living adjacent to the clubhouse.

Room Capacity: You may not go over the limit for either clubroom

- Sloan 74
- Regency Hills 53

What you are renting:

- **The main club room and kitchen**
- **Use of bathrooms**
- **Use of coat room**
- **Use of upper deck off the clubroom at the Sloan clubhouse**

What you are NOT renting:

- **Pool deck at Regency Hills clubhouse**
- **Porch/Pergola outside of Regency Hills clubroom**
- **Pool use (indoor or outdoor)**
- **Billiard room, craft/library room at Sloan**
- **Exercise rooms**
- **Any other facility at either clubhouse**

Clubroom Rental Rules, continued

You may NOT:

- Attach decorations, banners, posters, etc. to any part of the building, especially to the tinted windows and doors in the clubroom.
- Move furniture outside the clubroom
- Smoke, except for outside the front entrance of the clubhouse where there is a cigarette receptacle
- Bring pets
- Use the Elevator
- Use the following items belonging to Regency at Providence:
 - The audio system
 - Kitchen supplies, trash bags, cleaning supplies, etc.
 - Coffee urns/tea urns/electric tea pot/Keurig

You may:

- Move furniture within the clubroom
- Use folding tables and chairs located in the clubroom closet
- Use range/microwave/refrigerator

All furniture, chairs, tables, etc. must be returned to their original location.

Please see attached list of items/supplies you may need when renting the clubroom.

All parties including clean-up must end by 11 p.m.

On the day of your rental, a representative will meet with you, and you will tour the clubroom and restrooms to take note of any pre-existing damage. Set-up can occur at any time after that meeting, as long as the clubroom is available. The Association is not responsible for any losses incurred. All items brought in by the Renter must be removed immediately following the event. Clean up must be completed immediately following the event, as well. At the end of your party, the clubroom and bathrooms are expected to be back to the condition which they were prior to the party. All trash and recycling containers must be emptied and trash bags placed in the bins outside the clubhouses. The Property Manager will inspect the room the next day for weekday rentals or on Monday for weekend rentals to verify that you have returned the facility to its pre-rental condition. You will be notified of any problems. If the condition of the facility is unsatisfactory, you will be responsible for all costs associated with restoring it to its pre-rental condition. If cleaning services are required, the Association will charge you \$200. If damages are found, your obligation for the associated costs will be added to your Association fee.

Renters Initials: _____

RENTAL SUPPLY LIST

Below is a list of supplies **YOU MAY NEED** to provide when renting the club room. You **MAY NOT** use utensils, kitchen paper supplies, serving trays, coffee/tea urns, or other items found in the kitchen area or closet.

Plates

Napkins

Cold cups and Coffee cups

Plastic ware

Paper towels

Plastic wrap, aluminum foil, quart and gallon storage bags

33-gallon plastic bags for trash and recycling

Swiffer wet pads (there is a Swiffer mop for your use)

Coffee Urns

Tea bags

Coffee

Creamer

Sugar/Artificial sweeteners

Salt and Pepper

Ice

Protective tablecloths/covers

Tables and folding chairs in the clubroom closet are available for your use. They must be returned as you found them. There is also a broom and small vacuum in the closet that you may use for any floor clean-up.