



Barn Operation Manual

This manual provides guidance on Roles, Responsibilities, and Procedures for use of Crawford's Barn by Members of the College Greens East Homeowners Association and/or their guests or assignees.

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The procedures in this manual may be supplemented by the Barn Operation Committee, when necessary, but such supplementation shall not conflict with anything contained herein.

The attachments to this manual may be updated by the Barn Operation Committee, when necessary, without prior approval of the Board of Directors; however, the Barn Operation Committee shall report the substance of any such changes at the next Board meeting.

This manual was approved and adopted by the College Greens East HOA Board of Directors on April 8, 2026; supersedes all previous versions and remains in effect until superseded by decision of the Board of Directors.

FOR THE BOARD OF DIRECTORS

A handwritten signature in black ink, appearing to read "Barbara Ryder", with a long horizontal flourish extending to the right.

BARBARA RYDER
Secretary, College Greens East HOA



Barn Operation Manual

1. Definitions

- 1.1. "Association" is The College Greens East Homeowners Association, Incorporated.
- 1.2. "Crawford's Barn" is the building located at 2715 Tiber Drive, specifically not including any portion of the adjacent private park.
- 1.3. "Member" is defined by the College Greens East Homeowners Association Declaration of Covenants, Conditions and Restrictions (CC&RS); Article I, Section 7.

2. Eligibility to use Crawford's Barn

- 2.1. All Members have the right to use Crawford's Barn for private functions.
- 2.2. The right shall be suspended for any period during which any assessment against the member's property remains unpaid, per CC&RS Article II, Section 1(c).
- 2.3. Members may delegate use of Crawford's Barn to family members or tenants who reside on their property, per CC&RS Article II, Section 2; however, the member remains responsible for any unpaid fees, damages, or other liability.

3. Allowable uses of Crawford's Barn

- 3.1. Association Events. Hosted by the College Greens East Homeowners Association, either through the Association's Social Committee or directly by the Board of Directors.
- 3.2. Private Events. Hosted by a Member and attended by their invited guests.

4. Prohibited uses of Crawford's Barn

- 4.1. To sub-rent, or give away freely, for use by any interest other than the member's own.
- 4.2. To host any event which may be annoying or divisive to the community, including but not limited to political rallies.
- 4.3. Public Events. Hosted by a Member and open to the public.

5. Fees for use of Crawford's Barn

- 5.1. The fees for member use are meant to reimburse the Association for the actual costs incurred by the member's use. The actual average cost for use will be re-calculated annually and fees for the following year adjusted accordingly. No profit is intended to be made by the Association.
- 5.2. The \$350 single day event fee includes:

\$250	Professional Cleaning Service
\$25	Cleaning Supplies
\$20	Facility wear and tear allowance
\$20	Equipment wear and tear allowance
\$20	Utilities
\$15	Administrative Expenses
- 5.3. Additional days are \$50 per day.

6.0 Frequency and Priority of Use

- 6.1. The Association may make unlimited use of Crawford's Barn and its use shall take priority over any other use and it may cancel any previously scheduled use in its own favor.
- 6.2. The Social Committee may make unlimited use of Crawford's Barn. The Social Committee should schedule its use at least six months in advance to ensure availability. The Social Committee may not cancel previously confirmed member reservations.
- 6.3. Members may, in any 12-month period, make a prioritized reservation for any date up to one year in advance. Any additional use within the same 12-month period shall be on a space-available basis and is subject, until withing 3 months of the event, to cancellation in favor of another member who has not used Crawford's Barn during the same period.

7. Reservation Process

- 7.1. Reservation requests may be made not more than 12 months and not less than two weeks prior to the desired date, unless authorized by special request. Members may request a reservation and complete the process by:
 - 7.1.1. Using the Crawford's Barn Rental Portal <https://pocketsuite.io/link/barnrental>
 - 7.1.2. Emailing the Barn Operations Committee at barn@cgehoa.org
- 7.2. Crawford's Barn will be available for use during the following days/times:
FROM: 3:00 pm on the day prior to the event for setup.
TO: 11:59 am the following morning for cleanup.
- 7.3. The process will normally include:
 - 7.3.1. Member completes an application.
 - 7.3.2. Barn Committee verifies eligibility and provides a Rental Agreement and Liability Waiver to the Member.
 - 7.3.3. Member completes the Agreement and Waiver and returns them to Barn Committee.
 - 7.3.4. Member deposits required funds.
 - 7.3.5. Barn Operations Committee confirms reservation.
 - 7.3.6. Member provides proof of insurance at least one week prior to event.
 - 7.3.7. Exceptions to this process may be made when warranted by extenuating circumstances.
- 7.4. Reservations may be cancelled by a majority vote of the CGEHOA Board of Directors up to and including the date of member use. CGEHOA will NOT be responsible for issues, emotional impacts, grief, or any costs incurred by the member related to such cancellation, including but not limited to caterers, performers, valets, or servers, whether the cancellation was within CGEHOA control or not. It is recommended that members obtain event cancellation insurance to protect themselves against expenses in the case of cancellation.

8. Event Process and Restrictions

- 8.1. Each member event will be assigned a Barn Operation Committee Representative as their primary point of contact. The Barn Operation Committee Representative will provide their phone number and will be available to respond to questions and concerns up to the date of event and emergency situations which may arise during the member's event.
- 8.2. Facility access will be provided in the following way:
 - 8.2.1. The Member will be provided a temporary code for the duration of their rental.
 - 8.2.2. A key is secured by chain in the lockbox on the barn door and is not to be removed.
 - 8.2.3. The door is to be locked in the open position with the key remaining in the lockbox any time anyone is inside the facility.
- 8.3. The member using Crawford's Barn must perform and document an inspection of the facility prior to the use period beginning.
- 8.4. Alcohol SALES or a 'cash bar' are not permitted. Alcohol service is permitted if it follows all federal, state, and local regulations and permit requirements.
- 8.5. Member use or conduct that fails to follow the rules or laws may be immediately shut down by the Barn Operations Committee, even during an event. Shutdown and reason will be reported to the Board of Directors.
- 8.6. The Barn Operation Committee representative will perform and document an inspection of the facility at the end of the member's use period.
- 8.7. The Barn Operation Committee representative will advise the Association Treasurer that the Security Deposit may be refunded or how much must be withheld for additional cleaning or repairs.
- 8.8. The Treasurer will schedule the refund payment.

9. Responsibilities

- 9.1. The Association Board of Directors is responsible for:
 - 9.1.1. Resolving any disputes between members as to reservations, availability, requirements, rules, and damage that may occur via the existing dispute process.
 - 9.1.2. Ensuring that the Barn Operations are conducted according to these procedures and are creating common value for all CGEHOA members.
- 9.2. The Association Treasurer is responsible for:
 - 9.2.1. Ensuring all funds received are deposited and accounted for.
 - 9.2.2. Accruing Income, Paying Expenses, and Dispersing Refunds.

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9.3. The Barn Operation Committee is responsible for:

- 9.3.1. Establishing and maintaining a reservation request process.
- 9.3.2. Maintaining a calendar of barn reservations, available to members.
- 9.3.3. Verifying eligibility before confirming reservations.
- 9.3.4. Ensuring that all required documents are signed by the members using the facility.
- 9.3.5. Verifying that the insurance certificate provided is valid, applies to the dates of usage, and specifically indemnifies College Greens East HOA.
- 9.3.6. Collecting deposits and ensuring they are delivered to the Treasurer.
- 9.3.7. Providing access at the start of member use and documenting the starting condition of the facility and equipment with the member.
- 9.3.8. Ensuring that facility is secured at the end of member use, documenting the ending condition of the facility and equipment, and notifying the member of any discrepancies.
- 9.3.9. Ensuring that a cleaning and disinfecting service has been performed after each use.
- 9.3.10. Advising the Treasurer when deposits may be refunded or how much is to be withheld.
- 9.3.11. Drafting and maintaining a Barn Rental Agreement which includes the detailed rules that members must adhere to when using Crawford's Barn.
- 9.3.12. Drafting and maintaining a Liability Waiver that members must agree to.
- 9.3.13. Providing a Monthly Rental Deposit Report to the CGEHOA Treasurer.

9.4. Members (or their delegates) using Crawford's Barn are responsible for:

- 9.4.1. Completing the required Rental Application, Rental Agreement, Liability Waiver, Check-in Checklist, and any other documentation required by the Barn Operation Committee.
- 9.4.2. Providing pre-payment of their use fees and a \$500 refundable security deposit prior to their reservation being confirmed.
- 9.4.3. Indemnifying the Association against any injury or damage incurred to Crawford's Barn, the adjacent property, themselves and their guests, their and their guests' personal property, and their and their guests' vehicles, by obtaining Event Liability Insurance in an amount not less than \$1,000,000, and providing proof of such insurance to the Barn Operating Committee at least one week before the event.
- 9.4.4. Documenting the condition of the facility and equipment at check-in time.
- 9.4.5. Being present at the event during their entire use.
- 9.4.6. Ensuring their event follows all local, state, and federal regulations related to, but not limited to, Covid, fire, noise abatement, and parking regulations.
- 9.4.7. Removing all garbage from their event. Users may not use park trash cans for disposal.
- 9.4.8. Ensuring that Crawford's Barn is secured at the end of use and notifying the Barn Operations Committee that the event is complete.



College Greens East Homeowners Association, Incorporated
2715 Tiber Drive
Sacramento, CA 95826

Crawford's Barn Rental Application

Renter's Name: _____ Event Date: _____

Street Address: _____ Phone#: _____

Mailing Address: _____ Email: _____

I request to reserve Crawford's Barn for a Private Event. Event will be Hosted by a Member and attended by their invited guests only.

Brief Description of the event: _____

Estimated attendance: _____

Will there be minors attending? _____

Will alcohol be served? _____

Will there be sale of alcohol? _____

Will there be a band or other form of music? _____

Will there be any animals? _____

If Yes, please explain: _____

Note: the Association may need to ask additional questions before approving your application.

Printed Name: _____

Signature: _____

Date: _____



Crawford's Barn Rental Agreement

Renter's Name: _____ Event Date: _____
Mailing Address: _____ Phone#: _____
_____ Email: _____

I understand and agree to the following terms, conditions, and restrictions:

1. Reservation Process and Rental Period

- 1.1. All fees and deposits must be received before a reservation will be confirmed. Failure to timely submit deposit may result in cancellation of reservation.
 - 1.1.1. A single-day event costs \$350 to reimburse the Association's estimated expenses.
 - 1.1.2. Additional days cost \$50 per additional day.
 - 1.1.3. A \$500 fully refundable security deposit is required for all events.
 - 1.1.3.1. If no rules have been violated, there is no damage to the property, and no additional cleaning was required, the deposit will be refunded within 2 weeks.
 - 1.1.3.2. If any damage repair or cleanup is required that fee will be deducted from the \$500 security deposit and refund of the remainder may be delayed.
 - 1.1.3.3. Renting party is also responsible for any damage or cleanup fees exceeding \$500.
- 1.2. Event General Liability Insurance must be at a minimum of \$1,000,000 per occurrence and cover all days you will be occupying Crawford's Barn, i.e. if you choose to use Crawford's Barn only on the single day of your event you only need one day of insurance. If you take advantage of setup and cleanup days, you will need insurance for all those days as well.
 - 1.2.1. Certificate of Insurance must include College Greens East HOA as additional insured.
 - 1.2.2. Proof of Insurance must be submitted no later than one week before the event.
- 1.3. Rental period may begin not earlier than 3:00 PM the day prior to the event as a no-cost setup period. This period is for setup only and may not be used as an additional event day.
- 1.4. After 10:00 PM music volume must be below county noise ordinance levels and all people must be inside the barn.
- 1.5. No yelling or other excess noisy disturbance is permitted outside the park or while loading vehicles on the nearby streets in the neighborhood.
- 1.6. After 11:59 PM all music must stop, and the barn must be fully vacated by 1:00 AM.
- 1.7. Rental period may extend until not later than 11:59 AM the day after the event as a no-cost cleanup period for cleanup only, not as a continuation of the event.



2. General Restrictions and Requirements

- 2.1. Be advised that Crawford's Barn is equipped with 24-hour digital surveillance.
- 2.2. No furniture, decorations or fire extinguishers may be removed from Crawford's Barn. All furniture provided by the barn is to stay in the barn and not used in the park outside.
- 2.3. Only electric candles may be used as candles. No open flames are allowed in the park or barn, to include, but not limited to, tiki torches or open-flame heaters.
- 2.4. Only painters' tape is allowed on interior or exterior walls. Push pins, tacks, nails, staples, scotch tape and duct tape are prohibited for use of the interior or exterior of the barn.
- 2.5. No glitter or confetti is allowed in the park or barn.
- 2.6. Do not affix signs or tie anything to any park signage.
- 2.7. Do not remove the key from the lockbox mounted on the door. If the key is lost, the member using the barn is responsible for the cost to re-key ALL locks.

3. Cleaning Requirements

- 3.1. All furniture must be clean and returned to the original storage location.
- 3.2. Kitchen and bar counters, sinks, fixtures, stove, and refrigerator must be clean. No food left in stove or refrigerator. Do not leave any food scraps anywhere in the barn or park.
- 3.3. Remove all decorations you brought. Please take down any painters' tape used and make sure all debris on any floor is picked up, to include the restrooms.
- 3.4. Do not leave any furniture, food or other items in the barn or park area when you leave.
- 3.5. Do not leave any trash in the barn or in the park. All trash of any kind must be taken with you when you leave.
- 3.6. The garbage cans in the park are not to be used to deposit garbage at the end of the event. Disposal fees for any garbage left behind will be deducted from your deposit.
- 3.7. All items on the cleaning checklist must be completed.
- 3.8. All lights and HVAC thermostats must be turned off.
- 3.9. Lock all doors and ensure the lockbox is locked when departing.

I have read and agree to the above conditions and rules for rental of Crawford's barn for my event and I understand failure to comply with any of the above may result in partial or complete forfeiture of my security deposit.

Printed Name: _____

Signature: _____

Date: _____



WAIVER AND RELEASE OF LIABILITY

IN CONSIDERATION OF the risk of injury that exists while participating in USE OF CRAWFORDS BARN (hereinafter the "Activity"); and

IN CONSIDERATION OF my desire to participate in said Activity and being given the right to participate in same;

I HEREBY, for myself, my heirs, executors, administrators, assigns, or personal representatives (hereinafter collectively, "Releasor," "I" or "me", which terms will also include Releasor's parents or guardian if Releasor is under 18 years of age), knowingly and voluntarily enter into this WAIVER AND RELEASE OF LIABILITY and hereby waive any and all rights, claims or causes of action of any kind arising out of my participation in the Activity; and

I HEREBY release and forever discharge COLLEGE GREENS EAST HOA, located at 2715 Tiber Dr, Sacramento, California 95826, their affiliates, managers, members, agents, attorneys, staff, volunteers, heirs, representatives, predecessors, successors and assigns (collectively "Releasees"), from any physical or psychological injury that I may suffer as a direct result of my participation in the aforementioned Activity.

I AM VOLUNTARILY PARTICIPATING IN THE AFOREMENTIONED ACTIVITY AND I AM PARTICIPATING IN THE ACTIVITY ENTIRELY AT MY OWN RISK. I AM AWARE OF THE RISKS ASSOCIATED WITH PARTICIPATING IN THIS ACTIVITY, WHICH MAY INCLUDE, BUT ARE NOT LIMITED TO: PHYSICAL OR PSYCHOLOGICAL INJURY, PAIN, SUFFERING, ILLNESS, DISFIGUREMENT, TEMPORARY OR PERMANENT DISABILITY (INCLUDING PARALYSIS), ECONOMIC OR EMOTIONAL LOSS, AND DEATH. I UNDERSTAND THAT THESE INJURIES OR OUTCOMES MAY ARISE FROM MY OWN OR OTHERS' NEGLIGENCE, CONDITIONS RELATED TO TRAVEL TO AND FROM THE ACTIVITY, OR FROM CONDITIONS AT THE ACTIVITY LOCATION(S). NONETHELESS, I ASSUME ALL RELATED RISKS, BOTH KNOWN AND UNKNOWN TO ME, OF MY PARTICIPATION IN THIS ACTIVITY.

I FURTHER AGREE to indemnify, defend and hold harmless the Releasees against any and all claims, suits or actions of any kind whatsoever for liability, damages, compensation or otherwise brought by me or anyone on my behalf, including attorney's fees and any related costs.

I FURTHER ACKNOWLEDGE that Releasees are not responsible for errors, omissions, acts or failures to act of any party or entity conducting a specific event or activity on behalf of Releasees. In the event that I should require medical care or treatment, I authorize College Greens East HOA to provide all emergency medical care deemed necessary, including but not limited to, first aid, CPR, the use of AEDs, emergency medical transport, and sharing of medical information with medical personnel. I further agree to assume all costs involved and agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I FURTHER ACKNOWLEDGE that this Activity may involve a test of a person's physical and mental limits and may carry with it the potential for death, serious injury, and property loss. I agree not to participate in the Activity unless I am medically able and properly trained, and I agree to abide by the decision of the College Greens East HOA official or agent, regarding my approval to participate in the Activity.



College Greens East Homeowners Association, Incorporated
2715 Tiber Drive
Sacramento, CA 95826

I HEREBY ACKNOWLEDGE THAT I HAVE CAREFULLY READ THIS "WAIVER AND RELEASE" AND FULLY UNDERSTAND THAT IT IS A RELEASE OF LIABILITY. I EXPRESSLY AGREE TO RELEASE AND DISCHARGE College Greens East HOA AND ALL OF ITS AFFILIATES, MANAGERS, MEMBERS, AGENTS, ATTORNEYS, STAFF, VOLUNTEERS, HEIRS, REPRESENTATIVES, PREDECESSORS, SUCCESSORS AND ASSIGNS, FROM ANY AND ALL CLAIMS OR CAUSES OF ACTION AND I AGREE TO VOLUNTARILY GIVE UP OR WAIVE ANY RIGHT THAT I OTHERWISE HAVE TO BRING A LEGAL ACTION AGAINST College Greens East HOA FOR PERSONAL INJURY OR PROPERTY DAMAGE.

To the extent that statute or case law does not prohibit releases for ordinary negligence, this release is also for such negligence on the part of College Greens East HOA, its agents, and employees.

I agree that this Release will be governed for all purposes by California law, without regard to any conflict of law principles. This Release supersedes any and all previous oral or written promises or other agreements.

In the event that any damage to equipment or facilities occurs as a result of my or my family's or my agent's willful actions, neglect or recklessness, I acknowledge and agree to be held liable for any and all costs associated with any such actions of neglect or recklessness.

THIS WAIVER AND RELEASE OF LIABILITY WILL REMAIN IN EFFECT FOR THE DURATION OF MY PARTICIPATION IN THE ACTIVITY, DURING THIS INITIAL AND ALL SUBSEQUENT EVENTS OF PARTICIPATION.

THIS AGREEMENT was entered into at arm's-length, without duress or coercion, and is to be interpreted as an agreement between two parties of equal bargaining strength. Both Participant and College Greens East HOA agree that this agreement is clear and unambiguous as to its terms, and that no other evidence will be used or admitted to alter or explain the terms of this agreement, but that it will be interpreted based on the language in accordance with the purposes for which it is entered into.

In the event that any provision contained within this Release of Liability will be deemed to be severable or invalid, or if any term, condition, phrase or portion of this agreement will be determined to be unlawful or otherwise unenforceable, the remainder of this agreement will remain in full force and effect. If a court should find that any provision of this agreement to be invalid or unenforceable, but that by limiting said provision it would become valid and enforceable, then said provision will be deemed to be written, construed and enforced as so limited.

I, THE UNDERSIGNED PARTICIPANT, AFFIRM THAT I AM OF THE AGE OF 18 YEARS OR OLDER, AND THAT I AM FREELY SIGNING THIS AGREEMENT. I CERTIFY THAT I HAVE READ THIS AGREEMENT, THAT I FULLY UNDERSTAND ITS CONTENT AND THAT THIS RELEASE CANNOT BE MODIFIED ORALLY. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND THAT I AM SIGNING IT OF MY OWN FREE WILL.

Participant's Name: _____

Participant's Address: _____

Date: _____

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

Signature: _____

Crawford's Barn Check-in / Check-out Inspection Record

Push pins, tacks, staples, nails, scotch tape, and duct tape are prohibited. Hooks are provided for hanging your decorations and <u>may not</u> be moved.	Check IN	Check OUT
Park- Fake rose petals, confetti, rice, and sparklers are prohibited in the park.		
Check to make that there are no cans, bottles, balloons, rose petals, wrappers, decorations, or trash left in the park and do not put trash in the park trash cans.		
Side Entry/Hallway/Bathroom Area		
All bathroom garbage can empty - make sure there is no waste left behind.		
Return brooms mops, dust pans, etc. to storage closet.		
Make sure the key safe on side entry door is locked when you leave.		
Front Entry Area		
All light fixtures and globes are intact.		
Fire Extinguisher is present, seal is intact, and inspection date is current.		
Turn HVAC thermostat to OFF when departing.		
Lock front doors when departing - check that Top and Bottom pins are secure.		
Remove any hanging strings and blue painters' tape.		
5 Large garbage cans are empty and returned to front entry area.		
Floor swept clear of debris.		
Kitchen		
Fire Extinguisher is present, seal is intact, and inspection date is current.		
Counters and sink area clean, all items removed when departing. Note: The cabinet door below the sink is known to be improperly hung and it is known that one cabinet door is missing on the opposite side cabinets.		
Range top and inside of oven clean.		
Inside of refrigerator. Do not leave any ice or food in the refrigerator. Note: it is known the refrigerator circulation fan makes quite a bit of noise.		
Microwave clean inside and out.		
Garbage disposal empty and run water until drain has cleared.		
Floor swept clear of debris.		
Main Area and Stalls		
Fire Extinguisher is present, seal is intact, and inspection date is current.		
All light fixtures and globes are intact.		
Barn stall sliding doors are working and on track.		
Count, Inspect, and describe any damage: 2 eight-foot and 19 six-foot rectangular tables, 17 five-foot round tables, and 138 folding chairs (in three rows) Return tables and chairs to back stalls when departing.		
Lock rear doors when departing - check that top and bottom pins are secure.		
Remove balloons, decorations, strings, and painters' tape.		
Floor swept clear of debris.		
Checklist continues on reverse, turn over to complete.		

Crawford's Barn Check-in / Check-out Inspection Record

Bar Area		
Turn HVAC thermostat in the stall beside the bar area to OFF when departing.		
Counters and sink area clean, all items removed. Note: it is known that one cabinet door is missing on the cabinets.		
Remove any hanging strings and blue painters' tape.		
Floor swept clear of debris.		
I am verifying that the facility, equipment, and furnishings are in good order at time of check-in. Failure to identify any deficiencies present at check -in may result in member renting the barn being held responsible.		
<div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Renter at time of check IN</div> <div>Date</div> </div>		
<p>I understand that failure to complete the cleaning items on this checklist at check-out may result in forfeiture of my security deposit. I also understand that any of the following may cause forfeiture of my security deposit:</p> <ul style="list-style-type: none"> If a vehicle is driven on any area of the park. If tables or chairs belonging to Crawford's Barn are taken outside of the building. If trash is left inside the barn or outside in the park. YOU MUST HAUL AWAY ALL TRASH FROM THE PREMISES. Any trash of any kind left inside the barn or deposited in the park, WILL RESULT IN A MINIMUM CHARGE OF \$200. If there is damage to the barn or associated property. If there are fights or altercations on the premises or in the park. If push pins, tacks, staples, staples, nails, scotch tape, and duct tape are used on the interior or exterior of the barn. <p>By signing below, I am verifying that all the cleaning items have been completed and none of the above actions that would forfeit my deposit has occurred. If not completed online, slide this paper under the office door before leaving.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Renter at time of check OUT</div> <div>Date</div> </div>		



Renter's Name: _____

Event Date: _____

Member #: 075 - _____ - _____ - 0000

Phone#: _____

Mailing Address: _____

Email: _____

Before Event Reservation is Confirmed

Barn Committee

Treasurer

\$ _____

Rental Fee Deposit

Date _____

Check# _____

Bank Confirmation# _____

Date _____

[]

QB

\$ _____

Security Deposit

Date _____

Check# _____

Bank Confirmation# _____

Date _____

[]

QB

After Event, Cleaning, and Inspection is Completed

Barn Committee

[] Refund Full Security Deposit [] \$ _____ Extra Cleaning Charge

[] \$ _____ Other Charges (explain below)

[] \$ _____ Refund to Renter

Treasurer

Event Fee Deposit accrued to Income [] Date: _____

Other Fees accrued to Forfeited Deposits [] Date: _____

Remainder of Deposit Refunded to Renter [] Date: _____