

Country Hills Neighborhood Association Clubhouse Rental Procedure

- Email the Board of Directors (board@countryhillshoa.com) to request information concerning CHNA clubhouse rental availability and procedures related to such.
- Complete all required rental forms and email them to board@countryhillshoa.com
- Mail a \$300 check to the following address. The check memo line should include “Clubhouse Rental - YOUR PROPERTY ADDRESS HERE”

Country Hills Neighborhood Association
PO Box 26078
Miami, FL 33102-6078

- After the rental fee is received by Community Financials, the date of rental will be posted on the website calendar as rented.
- Approved renters will receive an activation code from the Board of Directors prior to the rental date via email. The code will be activated on the rental date.
- The clubhouse will be made available from 8AM until 12AM.
- Clubhouse should be in pre-rental condition by 12AM.

Post inspection will occur the following day. Any additional charges for cleaning or repairs, if any, will be charged to the renter as stated in the rental agreement.