

## **Country Hills Neighborhood Association Clubhouse Rental Procedure**

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- Call Meridian Property Management Company at 901-341-3041 to request information concerning CHNA clubhouse rental availability and procedures related to such.
  
- Complete all required rental forms and payment for date(s) requested to Meridian Property Management Company, who performs vetting procedures on all applicants.
  
- After the rental fee is received by Meridian, the date of rental will be posted on the website calendar as rented.
  
- Approved renters will receive an activation code by Meridian to the clubhouse 24 hours prior to rental date that 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 reported to Meridian and charged to the renter as stated in the rental agreement.