



## Clubhouse Rental Policy

### Scheduling

The reservations are on a first come, first serve basis. **Only one (1) party will be scheduled a day. The Clubhouse will not schedule two (2) parties on the same day.** All functions must be booked (fees paid and rental agreement (release of liability) form signed at least 14 business days in advance. We encourage you to book functions as far in advance as possible.

**Homeowner's Association dues must be current at the time of scheduling the Clubhouse and must stay current through the contracted date. If not kept current, the rental will be cancelled and the deposit will NOT be returned.**

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### Fees

An adult resident must sign this Renter's Agreement. The rental fee plus a refundable security deposit is required before the event will be scheduled on the Clubhouse Calendar. The reservation fee is: **\$200 for the entire Clubhouse with a \$300 refundable security deposit**

Any check received for the use of the Clubhouse must come from the party who signs the Renter's Agreement.

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**Acceptance** — All booking parties must be present to sign in when the Homeowner's Association Representative turns the facility over and to sign out with the Homeowner's Association Representative when the event is over. This will assure both parties of the condition of the Clubhouse before and after the event. Discrepancies in the condition of the Clubhouse will be noted on the "sign-out" form and reviewed the following business day. Any Homeowner renting the facility is responsible for the Clubhouse the entire time of the reservation. If the Clubhouse is left unattended for any reason, at any time, your entire deposit will be forfeited.

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**Cancellation** — A five (5) day notice of cancellation must be given or one-half (1/2) of your security deposit and the entire rental fee will be forfeited.

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**Refund** — Your deposit will be refunded after your scheduled event, ONLY if the Clubhouse is satisfactorily cleaned and all rules and regulations have been followed.

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**Maintenance** — All trash, decorations, food and drink items must be removed from the Clubhouse, including the kitchen, entryways and restrooms. The Clubhouse must be cleaned satisfactorily (vacuumed, swept, mopped, appliances, countertops and restrooms cleaned). All bottles, cans, papers and other debris resulting from the function must be removed from the outside area.

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