

SUBJECT: CLUBHOUSE RENTAL  
AMENDED: MAY 2019

ARR NUMBER 2.1

***CO-OWNER: PLEASE KEEP THIS FORM***

PURPOSE: The Clubhouse is available for rent by a co-owner as an “extension” of his/her unit. That is, use of the Clubhouse is for the type of affair that the co-owner would have in his/her own home, but for which additional space is needed. The Clubhouse will not be rented for any profit making, commercial, or political event.

POLICY: The following procedures apply to renting the Clubhouse:

1. Contact the management agent to request the date desired. Co-owners who are delinquent on any fees or assessments will be denied rental privileges. The Board also reserves the right to deny clubhouse rental for any appropriate reason.
2. Once the date is confirmed, the management agent will send the co-owner the Clubhouse Rental Request form and two Rental Rules forms (one to sign and return, the other to keep and use as reference).
3. **Once the forms are signed a check in the amount of \$200.00, for rental fee and security deposit, must be sent to the management agent along with the signed Rental Request Form & Rental Rules Form.**
4. On the day of the rental, the key for the Clubhouse may be picked up from the management agent. If the reservation is for the weekend, the key may be picked up on Friday. If the reservation is for a holiday, the key may be picked up on the previous working day. A fee of \$10 will be charged for any non-returned key.
5. **Following the rental, the co-owner is responsible for cleaning up and leaving the area in the same condition as received. The key is to be returned to the management agent on the next working day.**
6. An inspection of the Clubhouse will be made following each rental. If there are no problems noted, the security deposit will be returned to the co-owner. If there are problems, all associated costs will be subtracted from the security deposit and/or billed to the co-owner if exceeding the deposit value.

The following three pages contain copies of the Rental Rules, Request Form, and Cleanup Checklist.