

CLUBHOUSE RESERVATION REQUEST & AGREEMENT

The Clubhouse facility may be reserved by *adult residents who reside on a parcel in Fairfield that is current on its assessments pertaining to that parcel. If a member is delinquent for more than 90 days in paying a monetary obligation due the association, the association may suspend, until such monetary obligation is paid, the rights of a member or a member's tenants, guests, or invitees, or both, to use common areas and facilities; per Florida Statute 720.305.* The facility is available for private, personal social events, subject to the terms and conditions described below. The area that may be reserved consists of the Clubhouse large and small meeting rooms (total capacity is 77), and the outside patio deck immediately adjacent to the large meeting room. All other areas may not be reserved. **The event must be supervised by the resident who is reserving the facility.** The key to the Clubhouse will be issued only to this resident. Groups that may reserve the Clubhouse on a regular basis are Homeowner Associations, the Master Association Board of Directors and the Association's designated Committees, all of which are exempt from facility deposit and two-week notification. *Reservations will not be taken on a regular basis except for activities sanctioned by the Association.*

Event Host: _____ Number of Event Attendees: _____
Reserved Date: _____ Reserved Time: _____
Event Description: _____

Deposit (\$150 refundable) and User Fee (\$75 non-refundable):

\$225.00 must accompany this request, in the form of two checks. The \$150 Deposit is refundable subject to compliance with the conditions contained in this Agreement and from which the costs of extra cleaning/repairs will be deducted for costs incurred and cleaning at the contracted hourly rate. The \$75 User Fee is not refundable (\$50 for booking and \$25 for inspection after events).

Reservation Agreement Deposit and User Fee must be submitted to Property Manager *at least two weeks prior to the event.* Exceptions to the two-week time period will be at the discretion of the Property Manager. Property Manager will provide a copy of the documents to the resident.

Food, beverages and trash must be removed from the facility and recreation complex immediately after close of the event and placed into the dumpster.

Costs and labor incurred by the Association for additional cleaning and/or repairs to the facility including the floor, furniture, fixtures, walls or appliances will be deducted from the \$150 Deposit, and any additional costs not covered by the Deposit will be assessed to the resident making the reservation and who agrees to reimburse the Association for any damages in excess of the deposit within 30 days of the event. The Association retains the right to deny future use of the facilities including the Clubhouse. *Attachments of banners, decorations, etc. in the facility will be by masking tape or painter's tape only.* The resident who has made the reservation will be responsible for any expenses incurred by the Master Association to repair or replace property that has been damaged either by himself, his family, his guests or invitees. The expense shall be made a part of the assessment to which the owner is subject and shall be due and payable in the same manner as annual assessments. *Refer to Declaration of Covenants, Article III, Section 3.10.*

Gate to the recreation/clubhouse area must be kept closed; failure to do this, e.g. by propping it open, will incur forfeiture of the deposit.

Non-Profit Organizations & Community-Sanctioned Activities may be exempt from the deposit, as determined by the Master Board. Waiver of the deposit does not release the resident reserving the event from liability. The resident reserving the event is required to sign this Agreement, and will be responsible for reimbursing the Master Association for any costs incurred as a result of damages to the facility, and may be subject to suspension of the right to use the facility.

Adult Supervision. Certain non-profit organizations, such as the Scouts, must have a minimum of two adults in attendance, one of whom is the resident reserving the event.

Business, Commercial. The clubhouse facility shall not be used or reserved for business or commercial activities of any type, whether or not money is transacted. Business and commercial activities may be defined as, but not limited to, company gatherings of business associates, team meetings, financial planning seminars, or any event that may be related to a private or public business.

Deposits will not be refunded if it is determined that the facility has been reserved for a business or commercial function, and the privilege of using the Association's common facilities will be suspended.

Alcoholic Beverages are strictly forbidden from all areas of the recreation complex including the pools, pool decks, spa, the Exercise Room, and the Tennis Courts, with the exception of within the Clubhouse itself and adjacent patio area and when consumed in conjunction with reserved events, and in accordance with STATE OF FLORIDA STATUTE 562.11.1, regarding alcoholic beverages, and noise ordinances. **Anyone in the business of manufacturing, distributing, selling and/or serving or furnishing alcoholic beverages must provide proof of liquor liability insurance coverage at the time this contract is executed.**

Music is permitted within the Clubhouse but must not be amplified. Acoustic guitars, sound amplification systems, and microphones are prohibited in the Clubhouse and any other area of the recreational complex.

Furniture Configuration and Clean-up. Furniture must be replaced to its original configuration, which is described on the 'Clubhouse Rental Checklist'. Hosts may use a broom and dust pan for clean-up purposes, and glass cleaner for table tops. Food and beverages spilled on floor must be removed with cold water and paper towels. *Use of detergents and mopping of floor is not permitted.* Appliances, if used, must be cleaned.

Function Guest List. Functions at the clubhouse involving guests from outside Fairfield require the submission of a list of nonresident guests to the security guard prior to the clubhouse key being issued. If the resident does not provide a Guest List for large groups, the guard will follow the procedure of calling the resident's telephone number on record; if there is no response, entry will be denied.

Pools. Reservation of the Clubhouse does not entitle guests to use the pools, which shall be used in accordance with Article 1.6 of the Operating Rules (maximum of six (6) non-resident guests per household, accompanied by resident at any one time at/in pools). No glass in pools and pool decks. Functions are to conclude by 12:00 P.M except for New Years Eve.

NO SMOKING IN THE INTERIOR OF THE CLUBHOUSE

I hereby agree to the terms of this agreement and accept all responsibility for the conduct of my guests:

Resident Signature: _____ Date: _____
Resident Address: _____ Telephone: _____

Property Manager Signature: _____ Date: _____
Confirmation of Deposit Received: _____ Deposit Refunded: _____

CLUBHOUSE USER CHECKLIST

ALL ROOMS:

Floors clean (no mopping) _____
Tables clean _____
Bathrooms _____
Trash Cans empty _____
Walls (no Tacks, no Fingerprints) _____

KITCHEN:

Refrigerator clean/empty _____
Stove & Oven clean _____
Counters clean _____
Microwave _____
Sink _____

FURNITURE – Large Room: Sofa against Kitchen wall, and Sofa on North wall near patio, End Tables each side of Sofas, Round Dining Tables and Chairs in center of room

Round Dining Tables (3) _____
Table Chairs (12) _____
End Tables (4) _____
Sofas (2) _____
Coffee Table (2) _____
Upholstered Chairs (4) _____

- **Small Room:** Sofa against large wall, chairs next to and/or opposite

Sofas (1) _____
Upholstered Chairs (2) _____
Side Tables (2) _____
Coffee Table (1) _____

BATHROOMS:

Clean _____
Trash Cans Empty _____

PATIO:

Round Tables (3), Chairs (12). Tables and chairs placed under patio roof. Tables clean.
Patio deck/floor swept and clean. _____

TRASH bagged and placed into Dumpster _____