

**SCHIEVELING PLANTATION HOMEOWNER'S ASSOCIATION
CLUBHOUSE APPLICATION AND AGREEMENT**

Please keep and take with you to facility event

APPLICANT: (HOA Member)-PLEASE PRINT THIS SECTION

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Date Requested: _____

Type of Function: _____

Hours of Use (Include set-up and clean-up times):

Start: _____ End: _____

HOST LIABILITY AGREEMENT

Approximate Number of Guests: _____

In addition to the following information and restrictions please note that you must comply with all city, county, and state ordinances.

I understand that I am responsible for complying with all federal, state and county laws governing alcohol.

If the activities of the function, i.e. music, drunkenness, loud voices, etc. are disturbing neighbors, the Clubhouse Chair and/or Board member will ask that the loudness cease or the function cease. After the first warning, the Clubhouse Chair and/or Board member will close down the function and/or call the police.

The HOA member is responsible for guest's actions and any injuries or damages caused by them at all times.

THE SCHIEVELING PLANTATION CLUBHOUSE IS A NON-SMOKING FACILITY!!

Applicant's Signature

Date

GENERAL INFORMATION & RESTRICTIONS

Please keep and take with you to facility event

- The clubhouse is for the use of members of the Homeowner's Association for private functions.
- A reservation is made through the Clubhouse Chair and by a Schieveling Plantation HOA member only.
- Reservations must be made two weeks in advance.
- **THE APPLICANT MUST BE PRESENT AT ALL TIMES DURING THE PERIOD OF THE EVENT.**
- Association ASSESSMENTS MUST BE CURRENT in order to make a reservation or use the clubhouse. If you become delinquent during the reservation process, your reservation will be cancelled. Your deposit will go towards your delinquent assessments.
- The use of the clubhouse may be restricted at the discretion of the Clubhouse Chair or Board of Directors.
- Use of controlled substances is prohibited.
- Firearms or any kind of weapon(s) ARE NOT PERMITTED in the clubhouse or common areas.
- The member understands and agrees to abide by all local, state and federal laws and ordinances and Association rules, By-Laws, Restrictions, regulation and policies which pertain to residents, guests and invitees while using the clubhouse. The renter understands that any violation, including unpaid costs and expenses shall be grounds for immediate termination of the right to use the clubhouse, and pool privileges for 30 days. Any such termination shall not waive or change the renter's obligations.

RESERVING MEMBER'S RESPONSIBILITIES

An HOA member must sponsor and attend the function/party. Guests outside of the Community are, of course, welcome.

Rental Cost:

- \$150.00 is for the rental deposit (non-refundable)
- \$175.00 is for the security deposit (may be refundable)
- \$150.00 is for cleaning service deposit (non-refundable)

One check totaling \$475.00 made out to Schieveling Plantation HOA must be submitted at time of reservation and will be deposited. If check does not clear, no rental reservation will be made. If all is well at the end of the rental with no issues and or breakage, the security deposit may be returned to you at the discretion of the Clubhouse Chair. A check will be cut approximately one week after rental once key and checklist has been turned into the Clubhouse Chair and finalized without issues.

1. **The clubhouse must be vacated and locked no later than 12:00 AM.** Staying past allotted hours will result in loss of security deposit.
2. Whenever you enter or leave the clubhouse, you need to inform one of the Chairs of the Clubhouse Committee (**Barbara Constantine [766-2104; baconstant@comcast.net]** or **Darlene Moomau [852-3609; darlene.moomau@comcast.net]**), so that she can make arrangements to open the clubhouse and shut off the alarm system or close the clubhouse and arm the alarm system.
3. Please make sure that your guests do not park on the grass; all four wheels must be on the street. There are sprinkler heads in the grassy areas between the streets and the sidewalks.
4. The HOA member will be responsible for any costs and expenses, including attorney fees, expense, costs and insurance deductible to clean or repair damage, which exceed the security deposit amount. A statement for all costs and expenses to clean or to repair damage will be rendered as soon as possible and must be paid within 3 days of notification. If not paid, HOA privileges will be lost and a lien or court action will result.
5. The clubhouse shall be left in the same condition as received. The clubhouse must be locked up by 12:00 AM or lose your security deposit.
6. The front door and back doors leading from the clubhouse to the pool are to remain closed at all times.
7. The pool area cannot be reserved
8. Exterior restrooms are **NOT** for the exclusive use of those renting the clubhouse and are available for pool users during clubhouse functions.
9. All checklist items **MUST** be completed by the stated time on this reservation form.

Applicant's Signature

Date

CLEAN-UP AND LOCK-UP AGREEMENT

Please keep and take with you to facility event

This form must be completed, signed, dated, and returned to **Barbara or Darlene** with the key, or your security deposit check will not be returned. The money will be deposited in the Schieveling Plantation HOA account.

The items below are import to understand, follow and complete:

- I will abide by the policies governing the use of this facility and will be responsible for any damages to the facility, furniture, or equipment caused by the occupancy of our group to the premises.
- I understand that any violation will result in immediate closing of the facility and result in forfeiture of part or all of my security deposit.

ITEM#	DESCRIPTION	COMPLETED
1	Empty & clean all inside trash cans and insure they are put in their original location.	
2	Replace trash bags in inside clean trash cans	
3	Remove all food from the refrigerator & freezer	
4	TAKE ALL TRASH AND GARBAGE HOME	
5	If you used it, sweep porch(es)	
6	If you used it, clean pool area	
7	If you used decorations, remove all decorations	
8	If you moved furniture, return pieces to their original positions	
9	In winter, adjust both thermostats to no lower than 55 degrees; in summer, adjust both thermostats to 80 degrees	
10	Turn off all lights and fans	
11	Check doors and windows to ensure they are locked; vacate by 12:00 AM or lose of security deposit.	
12	Call Barbara Constantine (766-2104) or Darlene Moomau (852-3609) so she can arrange to have the alarm system set.	
13	This checklist form must be signed, dated and returned to Linda with the key or your security deposit will be forfeited.	
14	If any appliance does not operate correctly or something is broken, let Barbara or Darlene know as soon as it is found. Otherwise, the security deposit will be used to cover the cost of repairs and additional charges may ensure.	
15	Failure to do any of the listed items or agreement will result in a loss of your security deposit	

REMINDER: IT IS YOUR RESPONSIBILITY TO REMOVE ALL TRASH FROM CLUBHOUSE.

Thank you for your cooperation, and we hope your function was enjoyable.

Applicant's Signature

Date

CLUBHOUSE APPLICATION AND AGREEMENT

Only the Schieveling Plantation HOA Member may sign this agreement.

Signature of Schieveling Plantation HOA Member Date

Signature of Clubhouse Chairman Member Date

OFFICAL USE ONLY:

One Check # _____ Total Amount: \$475.00 Date _____

- \$150.00 is for the rental deposit (non-refundable)
- \$175.00 is for the security deposit (maybe refundable)
- \$150.00 is for cleaning service deposit (non-refundable)

Security Deposit check returned: Amount: \$ _____ Date: _____

Comments if failure to comply resulting in a loss of Security Deposit:

Signature of Clubhouse Chairman or Board Member Date
(Document to be filed for reference)