

## *Sawgrass Lakes Clubhouse*

The Recreational Facility consists of the clubhouse, swimming pool, tennis courts, parking lot, and surrounding common area grounds. The primary use of this facility is for the social and recreational enjoyment of Sawgrass Lakes Homeowners and their guests. **The Clubhouse will be locked at all times**, except during office hours and when there is an approved function. The restrooms are all accessible during the event and are located in the west hallway. No overnight parking is allowed.

### CLUBHOUSE PRIVATE PARTY POLICY

- A. Members of all Sawgrass Lakes Club members may request the use of the Clubhouse for private parties of a social nature. All arrangements for the use of the Clubhouse will be scheduled through the Clubhouse office coordinator. If any questions arise, the Sawgrass Lakes Board of Directors or it’s Management will answer any questions or settle any disputes. The Sawgrass Lakes Management / Board decision will be final in all cases.
- B. The maximum number of guests I expect to attend my event is \_\_\_\_\_
- C. Sponsors of private parties are responsible for the cost of such parties according to a fee schedule as determined by Sawgrass Communities Association Board of Directors. Deposits and fees shall apply to all Clubhouse events. They are designed to cover the costs of scheduling, supervision, utilities, normal wear and tear, and inventory control, associated with the event.
- D.
  - The rental fee for your event will be \$ \_\_\_\_\_
  - The refundable security deposit for your event will be \$ \_\_\_\_\_

The Homeowner/member can pay by means of a personal check, money order or certified funds for the payment of all required fees, no cash accepted.

- E. A “Private Party” is defined as any social event; i.e. weddings, birthdays, social activities, etc. held [only] by the residents of Sawgrass Lakes and their immediate family. Outside business solicitation such as seminars, meetings and/ or any functions for profit are not permitted.
- F. The **homeowner, who must be present during the entire event**, must host all private parties.
- G. Maximum occupancy of the Clubhouse is 125 persons per Fire Department regulations. Strict compliance with this regulation is mandatory.
- H. **SMOKING IS STRICTLY PROHIBITED** inside all areas of the Clubhouse, exercise room and club area. The host shall inform all guests of this policy and take responsibility for enforcing it.
- I. Pool Area is NOT considered part of the rental agreement. It is the homeowner/host’s responsibility to keep guests out of the pool and pool area.

### SCHEDULING CLUBHOUSE RESERVATIONS

- A. The Association maintains a “calendar of events” to coordinate and control the schedule for Clubhouse use. Reservations for the Clubhouse may be made up to one year in advance through the Clubhouse office

coordinator. Only Homeowners that are in good standing with all Association rules and are current on all dues and assessments may make a reservation.

- B. Reservations are made by completing a reservation form and paying the appropriate fees. Oral arrangements of any kind shall not be binding. No reservation date shall be considered permanent until the deposit has been received.
- C. Reservations may be canceled with a full refund if requested in writing within 30 days prior to the day of the event. Reservations that are canceled with less than 30 days' notice will be subject to a \$100 penalty. All cancellations must be done by returning the reservation form signed as "canceled" by the host to the Clubhouse office coordinator. All cancellation refunds shall be processed within 30 days.

### **HOMEOWNER/HOST RESPONSIBILITIES**

- A. The HOST must pick up the keys from the office on the last business day prior to the event and return the keys the first business day following event by 11:00am unless other arrangements are made.
- B. The host must be present to receive any rented chairs, tables or other supplies as well as during set up for the function. The host shall be responsible for removing all catering supplies and equipment and using their own cleaning supplies, i.e. (trash bags, glass cleaner etc., paper towels, vacuum cleaner) restoring the clubhouse to a clean condition. All trash (including trash in bathrooms) must be removed and taken to the dumpster at the west end of the parking lot after the event. Used bags need to be replaced with new bags. Recyclables can be emptied into the yellow and green containers located outside of the west kitchen back door. Weekend **CLEAN UP MUST BE COMPLETED BY 9:00am** the following morning. Management may inspect the clubhouse on the day following the event to ensure compliance. If it is determined that the host has failed to restore the Clubhouse to an acceptable condition, the Management shall, immediately hire professionals as necessary to remove equipment and restore the entire premises. The Host shall be liable for all costs incurred, plus pay an overhead fee of 25%.
- C. No decorations are to be taped, pasted, nailed, stapled or otherwise affixed to any doors, walls, piece of furniture, without the use of a removable mounting putty. Absolutely NO decorations are to be attached to the chandeliers. Pictures mounted on wall cannot be moved for any reason.
- C. Within seven (7) days after the event, the clubhouse office coordinator shall present the host with a final accounting of work performed and cost incurred. If a refund is due, a check for the difference shall be mailed or available at the office for pick up, within 30 days of the event.
- D. If the security deposit is not sufficient to cover repair costs, the host will be billed for the balance. Said billing must be paid within 30 days of the event or shall be considered late and subject to the same rules as late common fees, including normal late charges.
- E. Furniture may be re-arranged to meet the needs of the event but cannot be moved outside of the Clubhouse building. The host shall be responsible for the normal relocating of all the clubhouse furniture. Host will be responsible for a fee for Clubhouse staff to move furniture if not replaced.
- F. If more than 20 cars are expected, it is the responsibility of the host to make arrangements for the overflow parking. It is expected that overflow would be parked at the host's home. Parking spaces cannot be reserved at the clubhouse. Host also understands that cars may not park on the street, in the grass or common areas except where signage is placed allowing for overflow parking. Vehicles may be towed if parked illegally.

- G. **CURFEW for any event is to be 11:30 PM.** The host must be the last to leave at the end of the event and shall be responsible for closing check list (turning off lights and setting the thermostat to 80 degrees) and locking all doors. The host is responsible under (K) of this agreement for fees associated with non-compliance.
- H. **At no time** is the pool area considered to be part of the rental agreement. It is the homeowner/host's responsibility to keep guests out of the pool and pool area. **If it is determined that guests were in the Pool Area, then the Host will lose the Security Deposit.**
- I. **The undersigned agrees that if alcoholic beverages are going to be consumed, they must not be taken out of the building into the surrounding areas. They may not be sold from the premises during an event. Host agrees to be responsible for containing/avoiding any overuse of alcohol by the guests during the event and is solely responsible for the behavior of the guest(s) while under the influence of alcohol.**
- J. Loud noises and other activities, which would infringe upon the privacy and rights of residents, will not be condoned. The Host is responsible for ensuring that any such noise is curtailed after 11:00 p.m. until the midnight curfew.
- K. Guests must enter through the west veranda doors only and must remain in the clubhouse area and not wander through the residential or common area or by the pool. The pool is monitored by security cameras. DJ's/Karaoke etc. must be located in the main room, not outside or on the porch to alleviate noise from filtering through neighborhood nearby.
- L. If the homeowner host is in violation of the Recreation Facility rules, the Board of Directors reserves the right to refuse further rentals of the Recreational Facility to the homeowner for a period of not less than one year. The Host shall be liable for all costs incurred as a result of any damages because of rule violations, plus pay an overhead fee of 25%.

**M. Pavilion Rental:** Rental fee is \$20.00 to \$50.00 with an equal deposit depending on party size. Bounce houses are NOT allowed at the Clubhouse amenities area. Bounce houses can be used at homeowner's property (backyards) as long as owner of equipment provides proof of liability insurance that is current. Sawgrass Lakes Community Association must be named on the policy for no less than the amount of \$100.000. Pavilion renters must abide by the same guidelines as Clubhouse renters. Sawgrass Lakes Community Association does not provide chairs or table for event.

### **PENALTY FEES**

- A. The fees listed below are an example of what may be charged if guidelines and usage indicated within the signed contract are not followed, all are subject to change:
- |   |              |                       |          |
|---|--------------|-----------------------|----------|
| • Keys returned Late  | \$50.00/day  | •Thermostat not reset | \$50.00  |
| • Doors left unlocked   | \$50.00/door | •Cleaning not done    | Cost+15% |
| • Trash not removed   | \$50.00      | •Fans/lights left on  | \$50.00  |
| • Guests in Pool Area-Loss of Security Deposit  |              |                       |          |
| • Damage to flooring: Actual Cost to Repair/Replace   |              |                       |          |
| • Citation from West Melbourne Police for violating noise ordinances: Loss of Security Deposit  |              |                       |          |
| • <b>Failure to comply with E thru I will result in forfeiture of the Security Deposit (depending on the number of attendees) and loss of rental privileges for one year.</b> |              |                       |          |

All Sawgrass Lakes members and their guests are bound by these rules and regulations. The rules may be revised from time to time as deemed necessary by the Sawgrass Lakes Community Association Board of Directors. All Sawgrass Lakes' member/residents are responsible for keeping themselves and their guests informed of all rules and regulations.

I \_\_\_\_\_, as Sawgrass homeowner, host and responsible party, affirm that I have read and understand all sections of this agreement. As undersigned, I further agree to indemnify Sawgrass Lakes Community Association, Inc., and its management, and employees against any and all claims, suits, actions, debts, damages, costs, charges, and expenses, including court costs and attorney's fees, and against all liability losses and damages of any nature whatsoever that the aforementioned shall or may at any time sustain as a result of the homeowner/host's use of the facility.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Clubhouse office coordinator: \_\_\_\_\_  
Signature Date

# SAWGRASS LAKES COMMUNITY ASSOCIATION CLUBHOUSE RESERVATION FORM

EVENT DATE: \_\_\_/\_\_\_/\_\_\_ Day: SUN MON TUE WED THU FRI SAT

START TIME: \_\_\_\_\_ FINISH TIME: \_\_\_\_\_

# OF GUESTS: (circle one) 1-25 (\$100) 26-50 (\$200) 51-75 (\$300) 76-100 (\$500) 101-125 (\$800)

DEPOSIT AMOUNT                      **\$100**                      **\$100**                      **\$100**                      **\$200**                      **\$250**

EVENT TYPE: \_\_\_\_\_

HOMEOWNER NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ COMMUNITY

NAME \_\_\_\_\_ HOMEOWNER PHONE: \_\_\_\_\_

hm \_\_\_\_\_ cell \_\_\_\_\_

CATERER NAME/PHONE #: (IF APPLICABLE) \_\_\_\_\_

CLEANER NAME/PHONE#: (IF \_\_\_\_\_

At time of reservation a minimum of a \$100.00 payment is required to secure the date and time of the event. The balance of rental and security deposit is due at the time the keys are provided by Management.. The only form of payment for rental of the clubhouse is by check. NO CASH or Credit Cards please. **MAKE CHECK PAYABLE TO: Sawgrass Lakes Community Association.** The Security Deposit will be deposited if inspection is unsatisfactory and violation fees will be deducted from the Security Deposit. Host will be billed for any charges over and above the security deposit received.

**PAID UPON RESERVATION**

**FINAL ACCOUNTING**

DEPOSIT: \_\_\_\_\_ Check#

DEPOSIT ON HAND: \_\_\_\_\_

RENTAL: \_\_\_\_\_ Check#

EXPENSES: \_\_\_\_\_

DUE: \_\_\_\_\_

REFUND DUE: \_\_\_\_\_

TOTAL PAID: \_\_\_\_\_

**(MAKE CHECK PAYABLE TO: Sawgrass Lakes Community Association, thank you!)**

SIGNED \_\_\_\_\_

Signed \_\_\_\_\_

Homeowner/Host

Clubhouse office coordinator

Board approval \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Date Approved: \_\_\_\_\_