

## **RULES FOR RENTAL OF AUTUMN LAKES CLUBHOUSE/POOL**

1. The clubhouse may be rented by residents only and must be reserved in advance. The clubhouse is not intended for commercial use. This includes business meetings, clubs, promotional meetings, etc. The clubhouse is intended for the enjoyment and benefit of the residents and is for the use of the Autumn Lakes residents.
2. Reservations shall be made with the management company. Call to reserve a specific date and to get information regarding the use of the clubhouse. Residents are urged to make reservations well in advance, especially around holidays. Rental fees for the clubhouse include the use of the pool. Pool use by the renter starts at 8 p.m. running concurrently with resident use until the published pool closing time. Exclusive use by the renter continues until midnight. Refer to *Rules for the Use of the Pool*.
3. The rental payment of \$200.00 is required to reserve the clubhouse/pool which must be returned with the reservation form. If the reservation is canceled less than sixty (60) days prior to your event date, \$75.00 of this fee will be forfeited unless the clubhouse is re-rented for that date. If your reservation is made for any day during the period beginning the weekend prior to Thanksgiving Day through New Years Day, and your reservation is canceled at any time, \$100.00 of this rental fee will be forfeited. Your reservation is not confirmed until the management company has received the \$200.00 rental along with the signed reservation form. The renter will receive an information packet from the management company at the time of rental.

The deposit check of \$100.00 must be received with the reservation form, or at least two weeks prior to your reserved date. If all terms are met, rules are followed, and the clubhouse is returned in an acceptable condition, your entire deposit will be returned to you.

4. At the time of the deposit, the management company will contact the person making the inspections of the rental time. The resident is responsible for contacting the clubhouse inspector to schedule the pre-inspection for the day of the event. During the pre-inspection, a time will be set for the post-inspection, and a key to the clubhouse will be given to the resident. The key must be returned during the post-inspection or the deposit will not be returned. If the condition of the clubhouse/pool area is acceptable to the inspector during the post-inspection, the inspector will authorize return of the deposit.
5. Clubhouse availability for setup and clean up is dependent on any previous and following rentals and scheduling of the pre- and post-inspections. Standard hours for a rental begin at 10 a.m. of the reservation date and continue until 10 a.m. the following day (for clean-up). Unless other arrangements are made, the clubhouse/pool area shall be cleaned by the renter and ready for the next renter.
6. Because of damage, lack of proper cleaning, and other abusive practices occurring during clubhouse/pool rentals, the following policy has been adopted by the Board of Trustees:
  - a.) If a deposit or a portion thereof has been forfeited because of damage, improper cleaning, or other abuse, the resident shall be required to post a \$300.00 deposit for the next rental.

- b.) Future occurrences after the forfeit in a.) above will require a Board hearing to determine if another rental is to be accepted.
  - c.) Damages in excess of the \$100.00 deposit, or \$300.00 as cited in a.) above, shall be borne by the resident.
  - d.) Any significant damage to the clubhouse or pool facilities will result in a lien for the amount of the damages on the unit or home of the resident who signed the rental agreement.
7. The resident renting the clubhouse/pool must attend the pre- and post-inspections and must attend the event. The clubhouse inspector will only deliver the keys to the responsible resident.