

COVERED BRIDGE PLANTATION CLUBHOUSE RENTAL POLICY

The clubhouse is available to residents for private social functions. Residents will be responsible for any damage occurring to any furniture, fixtures, or grounds during their use of the clubhouse. The rules and regulations are as follows:

I. General Information

- a. The clubhouse is available for use for private functions by all community members in good standing. A community member may be denied use of the clubhouse for the following reasons:
 - i. Delinquency in payment of Association Assessment
 - ii. History of damage to the clubhouse
 - iii. History of negligence concerning clubhouse rules
 - iv. Other reasons deemed substantial by the Board of Directors
- b. The community member reserving the clubhouse is responsible for cleaning it after use as described under "Cleaning." Failure to clean the clubhouse properly will result in a \$100 fee being charged to the homeowner's account.
- c. The clubhouse must be locked (doors and windows) when departing.
- d. If the key is lost, misplaced, or stolen, the member reserving the clubhouse will be charged for replacement of the locking system and keys.
- e. The thermostat may be adjusted during the event for reasonable comfort. Upon departure, it must be reset to 78F (April-October) and 68F (November-March). Failure to reset the thermostat may result in a fee of up to \$100, based on excess HVAC usage as determined by management.
- f. All vehicles must be properly parked in the parking lots provided (not in private drives, lawns or on the streets). Vehicles improperly parked may be subject to towing at the owner's expense, in accordance with community parking policies. It shall be the responsibility of the community member reserving the clubhouse to inform guests where to park.
- g. No inflatables are permitted (bounce-houses, water slides, etc). Seek clarification from the Board if you have any questions.
- h. Vendors may be required to provide proof of liability insurance upon request.
- i. Homeowners are encouraged to photograph the clubhouse before and after their event to document condition.

II. Fees

There is no fee to rent the clubhouse. However, a \$100 fee will be charged to the homeowner's account for any violation of the Clubhouse Rental Policy, including but not limited to cleaning, damage, or misuse. The \$100 fee may be assessed

at the discretion of Association Management based on the nature and severity of the violation.

III. Cleaning

- a. All furniture must be put back in its original place.
- b. The clubhouse, kitchen, patio, and restrooms must be cleaned satisfactorily, meaning the clubhouse is returned to the condition it was in prior to use, including surfaces wiped, floors swept/vacuumed, trash removed, furniture reset, and no visible debris, spills, or residue remaining.
 - i. Trash, decorations, food and drink must be removed, including from the fridge/freezer.
 - ii. We do not provide cleaning supplies or vacuum; you must bring your own.
- c. All trash removed to the trash cans outside (on side of building), and replaced with new bags.
- d. Trash receptacles are collected on Fridays, so **ensure your waste has been placed at the curb on Thursday evening after your reservation.**
- e. There must be no damage or remnants left behind.
- f. If you rent tables and chairs, they must be removed from the clubhouse after event is over.

IV. Hours

The clubhouse is available for private functions between the hours of 7:00 a.m. and 12:00 a.m. Set up may begin at 7:00 a.m. the day of your event. All functions must be over and cleaned up by 12:00 a.m.

V. Decorations

- a. Decorations are permitted; however, no nails, picture hooks, thumbtacks, pushpins, or tape may be used on lamp posts, chairs, walls, doors, or window frames.
- b. Glitter is prohibited.
- c. All balloons and ribbons must be removed after the event, including those attached to outdoor lamp posts or signs.
- d. We do not allow open flame, candles or sterno use, unless handled by a catering company with full liability insurance.

VI. Miscellaneous

All homeowners using outside vendors are responsible for any damages incurred by them.

The undersigned hereby covenants and agrees to indemnify, save and hold harmless, The Homeowner's Association of Covered Bridge, their successors and assigns, their principles, agents and employees against any and all suits, losses, damages, and expenses incurred or sustained that may be based on any alleged injury, or death to any person or damage to any property that may occur or that may be alleged to have occurred because of or in consequence of the undersigned's alleged negligence, or that of its agent, servants employed, guests, or growing out of the existence, use or Covered Bridge Plantation occupancy of the above described facilities, or any portion thereof, and whether such claim be made by any employee of the undersigned or by a third person and whether or not that it shall be claimed that the alleged injury, including death or damage, was caused through the negligent act or mission of the undersigned, its agents, servants, employees, guests or otherwise, in connection with the use of the above described facilities, and the undersigned shall defend any and all such actions, pay all attorney's fees and all costs or other expenses arising there from; and the undersigned hereby requests the use of Covered Bridge Plantation Clubhouse and services as specified above, and agrees to abide by all its rules and regulations.

Homeowner Signature

Date

COVERED BRIDGE PLANTATION CLUBHOUSE RENTAL FORM

Homeowner Name: _____

Homeowner Address: _____

Phone: _____ Email: _____

Event Date & Time: _____ (include setup & breakdown) From _____ To _____

A \$100 fee will be charged to the homeowner's account for any violation of the Clubhouse Rental Policy, including but not limited to cleaning, damage, or misuse.

- I understand and agree to abide by the regulations set forth by the Homeowner Association.
- I understand that only a Covered Bridge Plantation homeowner may rent the clubhouse. A copy of the clubhouse regulations were given to me at the time of reservation.
- I have inspected the clubhouse facilities and understand that I am responsible for any damage that might occur as a result of my or my guests use.
- I ALSO AGREE TO BE IN ATTENDANCE FOR THE ENTIRE DURATION OF THE EVENT.

Furthermore, I release, and hold harmless owners, agents and affiliates of, but not limited to: their officers, directors, employees and agents of the Board of Directors of The Homeowners Association of Covered Bridge Plantation and Sentry Management from any and all actions arising directly or indirectly from the use of the clubhouse by any others during or following the event.

Homeowner Signature

Date

Approval by Association Management

Date