

## SAINT AUGUSTINE SOUTH IMPROVEMENT ASSOCIATION CLUBHOUSE RENTAL GUIDELINES

Listed below are guidelines for when someone wants to rent the community clubhouse for an event:

- Make sure there is no conflict with another event. You cannot ask someone who has already been given that date to change or move their date. First come first serve.
- The minimum rental fee for 4 hours is \$200.00.
- An additional \$75.00 fee plus tax will be added for each additional hour of use.
- Renters are responsible for setup and breakdown during their rental time frame.
- The complete rental payment must be received ten days prior to the date of the event.
- The security deposit to be collected at the signing of the agreement is \$200.00 which is non-refundable in the event of cancellation or damage.
- There can be no advertisement/signage placed outside recruiting for any political or religious organization.
- No preferential treatment for board or association members. Same rules and regulations apply
- No personal checks can be taken for any fees. Renters must pay with bank check, money orders, cash, or credit card.
- If at all possible, make sure the refrigerator is as empty as possible to alleviate the potential of renters' use of association items.
- Make sure the renters are aware of where they can and cannot park and usage area.
- Members in good standing for more than one (1) year will receive a 5% discount on the clubhouse rental.

The above does not apply to any SASIA function where members and the community are invited to participate. The only applicable guideline would be if there is a conflict with another event for the same date. Whoever has the initial reservation prevails.

07/09/23