



# Kelly Plantation Clubhouse Rules & Reservation Agreement

1. The clubhouse is open for use to Kelly Plantation Residents and their guests only. Any guests will need to be accompanied by a Kelly Plantation Resident. **KP Resident must be present for the rental.**
2. Residents must be in "good standing" with the KPHOA and not delinquent with homeowner association dues and/or fines.
3. Resident must be 21 years or older in order to reserve the clubhouse.
4. The Clubhouse **may not** be reserved in conjunction with the Pool. Use of the pool is **NOT** permitted during rental.
5. Use of the facilities must be scheduled and approved in advance by the Clubhouse Trustee. Information that is required prior to Rental Agreement: Type/Purpose of Rental, date/time of event and # of expected attendees. **NOTE: Clubhouse maximum capacity is 104 people.**
6. A reservation of the clubhouse includes the use of appliances, furnishings, utility tables and folding chairs. **NOTE: The clubhouse is monitored with video surveillance.** Video footage is only reviewed in the case of a rental incident and/or damages to the clubhouse.
7. The resident's swipe card will be activated on the day of the rental, or at the designated time agreed to by renter and Clubhouse Trustee. The resident's swipe card will deactivate at midnight on the day of rental.
8. A **rental fee of \$100.00 per day** will be required prior to rental. Check must be written by the resident and made out to Kelly Plantation HOA (KPHOA). This fee is for the use of the clubhouse.
9. A **deposit of \$250.00** will be required prior to rental. Check must be written by the resident and made out to Kelly Plantation HOA (KPHOA). This deposit covers any damages to clubhouse, furnishings, appliances or tables and chairs. The deposit check will be returned/shredded **ONLY** if there are no damages to the clubhouse and all of its furnishings, if the checkout form was completely followed and if no additional cleaning is required.
10. Clean-up is the responsibility of the resident who made the reservation and must be completed immediately following the rental and during the reservation timeframe. **Clubhouse must be cleaned in accordance with the provided checkout form and a completed form must be left for the Clubhouse Trustee following the rental. All cleanup must be complete prior to midnight on the day of the rental.**
11. Any food or drink preparation and serving is to take place in the kitchen only.
12. Wet or sweaty clothing is not permitted in the clubhouse.
13. **When decorating for your event: NO items may be placed on the walls, NO glitter or confetti may be used at all, and no items may be hung from the ceiling fans.**
14. No furniture will be removed from clubhouse floor space. If it is necessary to rearrange furniture, you must pick up furniture and not scoot it across the floors.
15. **No** pets are allowed in the clubhouse at any time.
16. Smoking is absolutely **prohibited** inside the clubhouse and outside on the veranda.
17. Any damage or loss that occurs to the clubhouse area including but not limited to furniture, floors, walls, restrooms, appliances, etc., during a clubhouse reservation is the responsibility of the Kelly Plantation Resident under whose name the reservation is placed. Assessment of damage is the sole discretion of the Clubhouse Trustee or appointed representative.
18. Clubhouse privileges will be suspended or revoked upon violation of these rules and/or delinquent homeowner association dues and/or fines.

I HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED AND UNDERSTAND THE ABOVE CLUBHOUSE RULES AND AGREE TO BE IN COMPLIANCE.

KP Resident \_\_\_\_\_ Date \_\_\_\_\_ Rental Date \_\_\_\_\_