

## CASTLE REEF CONDOMINIUM ASSOCIATION

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4175 S. Atlantic Ave., Unit 115, New Smyrna Beach, FL 32169 • (386) 427-5252 • Fax: (386) 427-7155

### **POLICY FOR USE OF CLUBHOUSE**

The following policy on use of the Clubhouse has been adopted by the Board of Directors.

1. The Clubhouse may be reserved by an Owner or Renter no more than six (6) months in advance. The maximum usage of the Clubhouse during any one reservation is 4 hours, but this limit may be extended at the discretion of Management. No reservation may extend beyond 8:00 p.m. without permission from Management. Clubhouse rentals are prohibited on certain holiday weekends. Management shall determine such Clubhouse blackout dates. During Clubhouse blackout dates no Owner/Renter of a Castle Reef Unit may bring more than 5 guests (persons not residing on the condominium property) to the Clubhouse and/or pool area. (Amended 6/11/05)
2. Reservations may be made by contacting the office and paying the Fee and Security Deposit. Reservations are on a first come first served basis.
  - a) There is a \$50.00 usage fee for 4 hours, paid by check, made payable to Castle Reef Condominium Association. This fee is to offset the Association's additional costs for utility services and wear and tear on the Clubhouse equipment and building.
  - b) There is a \$100.00 refundable Security Deposit, paid by check, made payable to Castle Reef Condominium Association, which will be refunded if the Clubhouse is left in a neat and clean condition and provided nothing is damaged.
3. Any Owner or Renter using the Clubhouse for a private function must complete and sign an agreement for use acknowledging their responsibility to safely use, protect and keep clean the Clubhouse and other common areas they may use.
4. The maximum number of people who may attend a "reserved" function using the Clubhouse is 50.
5. Smoking is Prohibited in the Clubhouse. This rule will be strictly enforced.
6. All guests attending a private function at the clubhouse are required to have appropriate Castle Reef identification. Wristbands are required for ages 12 years old and older. On-site parking requires a parking pass for the car, which is obtained from the office. Hosts for private functions may obtain the necessary Castle Reef wristbands and parking passes in advance from the office.
7. During high occupancy periods, including January through April, June through August, and 3-day holiday weekends, all guests must check with the office for on-site parking availability.



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### **AGREEMENT FOR USE OF CLUBHOUSE**

Dear Owner/Renter:

Reserving the Clubhouse for exclusive use requires a \$50.00 fee for every 4 hours of use. In addition, a refundable \$100.00 Security Deposit is required. Security Deposit will be refunded if the Clubhouse is clean when you leave and provided nothing has been damaged.

Please complete the form below and return it to the office along with payment of fee and security deposit. Please provide payment with 2 separate checks made payable to: Castle Reef Condominium Association.

NAME OF OWNER/RENTER RESERVING CLUBHOUSE: \_\_\_\_\_

UNIT #: \_\_\_\_\_ NUMBER OF PERSONS ATTENDING FUNCTION \_\_\_\_\_

PURPOSE OF FUNCTION: \_\_\_\_\_

RENTAL DATE: \_\_\_\_\_

TIME: FROM: \_\_\_\_\_ TO \_\_\_\_\_

By signing below, you acknowledge you have received, read, and agree to the Policy for Use of Clubhouse.

\_\_\_\_\_  
RENTER SIGNATURE

\_\_\_\_\_  
DATE

RENTER PHONE \_\_\_\_\_ RENTER EMAIL \_\_\_\_\_

[ ] Received \$50.00 Usage Fee (4 Hours)

[ ] Received \$100.00 Security Deposit

\_\_\_\_\_  
MANAGER SIGNATURE

\_\_\_\_\_  
DATE

Returned Security Deposit in the amount of \$ \_\_\_\_\_

\_\_\_\_\_  
RENTER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MANAGER SIGNATURE

\_\_\_\_\_  
DATE