



Grand Haven at Alcovy Mountain HOA Rules for Clubhouse Rental

The Grand Room and Kitchen are available to residents to rent.

1. Must meet the following criteria.... A resident has to rent the clubhouse and pay all associated fees and be present at the party. It can be a party/shower for a family member, but the resident must be the one hosting the event. It is your responsibility to provide access codes for the guests. The gates will not be left open. No children's parties allowed.
2. Residents can check with Diane Chadwick to see if the date and time is available. Diane will be able to save the date on the calendar in pending status. Residents will need to contact GCM with appropriate paperwork filled out and send in appropriate fees. Once fees are received the event will be confirmed on the calendar.
3. The reservation time will include 1 hour before for set up time and 1 hour after for cleaning. Example a baby shower from 2-4, reservation will start at 1 and clubhouse reserved until 5. No setup can be done prior to the start of the reservation.
4. 30 minutes prior to the start time of the reservation, a walk through will be done with the resident...for above example the committee member will meet with the resident at 12:45 and walk through the rental check list. At 5pm the same committee member will meet with the resident again to do a final walk through on the rental check list.
5. Resident is renting access to the kitchen and Grand Haven room. Bathrooms are available to be used but other rooms are not available to be used. The rooms not available to be used include the fitness center, yoga room, library, pool and ping pong rooms and card room. Pool table and Ping Pong equipment will be reviewed for any damage. These other rooms must be available to the residents of Grand Haven at Alcovy Mountain.



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6. No decorations may be attached to any of the acoustic panels. Only battery-operated candles are permitted, except for candles on a cake. The cake candles must be disposed of properly, by placing them in a container of water before adding them to the trash.
7. Committee member will ensure that toilet paper and paper towels are available in restrooms (closest to mailbox door).
8. Folding chairs and tables are available to be used.
9. Residents must bring all needed paper goods (plates, napkins, cups, and silverware), dish towels, paper towels for the kitchen, wash rags for dishes and soap if needed. This is not supplied by the clubhouse.
10. At the end of the event.....
 - a. All counters must be cleaned, the sinks cleaned, and everything put back in place.
 - b. All food/drinks must be removed from the refrigerator and kitchen.
 - c. All trash must be emptied (large outdoor cans are located at the pool house) and clean bags put in trash cans.
 - d. All floors must be swept and/or cleaned of any food or drink spillage.
 - e. All furniture must be returned to its original place and all decorations carefully removed so no damage is done to walls, doors or floors.
 - f. Any damage or failure to adhere to the rules will forfeit the cleaning deposit. Pictures will be taken and sent to the resident via phone or email. The HOA board has the final say if this is disputed.

If an event is for the community, a request to waive the rental fees must be submitted to the HOA Board in writing. The HOA Board is the only group that can waive the rental fees.