

Summerfield Community Association, Inc.
6542 SE Twin Oaks Circle
Stuart, FL 34997

CLUBHOUSE RESERVATION CONTRACT

Homeowners Name: _____

Address: _____

Phone: _____ Email: _____

Date requested: _____

Hours of Event: _____ to _____

Basic rental is a maximum of 6 hours. Additional hours can be reserved 48 hours prior to the event at a cost of \$50.00 per hour. The event must end by 12:00 midnight except for New Year's Eve, which must end by 1:00am.

Number of guests expected: _____ (maximum 124 people)

Description of function: _____

SCA CLUBS: Will an entrance fee be charged? _____ If so, what amount? _____

Decorations will ___ will not ___ be used. If they are to be used, specify the type and how they will be hung.

Only special removable tape that does not damage paint may be used to affix decorations to walls. The following are suggested: 3M® Command products or Scotch® Removable products. **NO TAPE SHALL BE USED ON THE WINDOWS.**

Make checks payable to: **Summerfield Community Association**

Non-refundable rental fee \$200.00 Check # _____

Refundable cleaning / damage deposit \$300.00 Check # _____

Date Deposit Check Returned: _____

MAILED _____ IN PERSON _____

CLUB HOUSE RENTAL POLICY

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The undersigned acknowledges receipt of a copy of the Clubhouse Rules and Cleaning Schedule and agrees to abide by them. In addition, the undersigned accepts personal responsibility for any damage to or loss of clubhouse property.

Indemnification: I, the undersigned, in the event alcoholic beverages are served or allowed to be brought into the clubhouse during my rental possession, hereby agree to indemnify Summerfield Homeowners Association and hold it harmless for responsibility from any damages or personal injury that result from activities carried on during the rental of the clubhouse by me or the organization that is specified. I agree that no alcohol will be served to anyone under the age of 21. Should the Association be sued or any legal claim made as a result of the presence of alcohol, I agree to pay all legal defense costs involved in such an action and to pay any damages that are judged against the Association, if that occurs.

Alcohol will _____ will not _____ be served at this function.

Misrepresentation of activity, function, or number of persons in attendance shall result in forfeiture of security deposit.

Summerfield Community Association's (SCA) rental policy will ensure clubhouse use to homeowners and SCA clubs wishing to sponsor social events. Primary use of the clubhouse shall be for community functions and activities sponsored in part or in whole by the SCA. The pool and pool area are not available for a private party; however, if a function is sponsored by an official SCA board-recognized club, the pool may be included in the rental IF all Summerfield residents are invited to the event. In this instance, the pool and pool area will be reserved for use by the residents attending the function. SCA clubs are subject to the \$300 refundable cleaning / damage deposit, but are exempt from a rental fee except when they charge admission to an event. If an admission fee is charged, then the club is subject to a rental fee of \$50.

When the clubhouse is not in use for SCA events, it is available for rental for a fee of \$200 to SCA members for *private* social functions, which excludes for-profit rentals. Clubhouse rental is granted to Summerfield residents only, and may not be reserved for anyone not living in Summerfield.

CLUB HOUSE RENTAL POLICY continued...

Reservations and Refunds

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1. Homeowners or those renting a home in Summerfield (must be 21 or over) in good standing (dues and assessments, if any, are paid and no outstanding fines) may request use of the clubhouse for a private rental.
2. A completed Contract for Reservation of the Clubhouse must be submitted to the Property Manager along with the appropriate rental fee and security deposit. The Property Manager will check the clubhouse rental calendar for availability, verify your request information, and your reservation date will be confirmed.
3. The Property Manager will go over the cleaning Fee / Checklist with the renter as they inspect the clubhouse premises together.
4. The clubhouse community room, library, kitchen, and foyer must be cleaned (according to the cleaning schedule attached) by 12:00 noon the day following the event. Keys must be returned to the Property Manager the first business day the manager will be on site following the event. Such arrangements will be made with the manager at the time of booking. Failure to return keys or properly clean by the appointed time will result in an extra fee of \$50.00. If the Property Manager determines that the specified areas are not returned to their original condition, there is any damage to SCA property, or if there are missing items from the premises, the deposit check will be held until the appropriate cleaning and /or repairs can be made, or missing items returned. In this case, SCA has 10 days to appropriately clean the specified rooms and/or obtain estimates for such repairs or replacement of SCA property. In the event repairs or replacement of SCA property are necessary, SCA has 20 days to make such repairs. Any refund due (if any) will be made at that time.

Responsibilities and Restrictions

1. The event must be contained to the inside of the community room and library (kitchen facilities are available for use). The pool and exercise room are not included in the rental and may not be used for the event. The pool may be part of the rental only for a board recognized SCA club event that includes all residents (see first paragraph at the top of this page).
2. The entire clubhouse area is NON SMOKING. There are designated smoking areas in the front and rear of the clubhouse
3. Parking is limited. No parking on grass or individual driveways.
4. The renter must provide all supplies, refreshments, and cleaning supplies, including trash bags. Existing kitchen supplies may not be used for private parties.
5. Alcoholic beverages may be served to anyone 21 or over, but not sold.
6. The adult homeowner listed on the Contract for Reservation must be present at all times during the private event and is responsible for the behavior of attendees and is potentially liable for any and all damages.

CLUB HOUSE RENTAL POLICY continued...

7. All activities must be conducted in a manner so as not to unreasonably disturb other residents in the area.
8. The wedding tradition of throwing rice, birdseed, confetti, etc., is prohibited.
9. Pets are not allowed in any part of the clubhouse.

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10. No decorations (inside or out) are permitted without PRIOR approval and noted on the Contract for Reservation. Only a special 3M tape that does not damage the walls or paint may be used to affix decorations. If approved, all decorations must be removed immediately after the function.
11. The community room, library, kitchen, and foyer must be cleaned and all furniture returned to their original locations according to the cleaning fee/schedule attached to this document. See number 4 under Reservations and Refunds for the appropriate deposit refund policy.
12. The event must end by 12:00 midnight, and cleanup and closing procedures must be completed by 1:00 a.m. the night of the event or finish remaining cleaning by 12:00 noon the day following the event. All keys (utility room and dumpster) must be returned to the Property Manager the first business day the Property Manager is on site. **** The only exception to the 12:00 midnight ending time is New Year's Eve when the event must end by 1:00 turn, and the closing procedures must be completed by 2:00 a.m. ****
13. All trash must be bagged, tied, and carried out and deposited into the dumpster in the parking lot.
14. Closing Procedures: All windows closed and locked. Both community room and library doors to the deck must be closed and locked. All lights and fans are to be turned off when leaving the building. No food, drink, or trash left behind. Entrance to the clubhouse closed and locked.

CLEANING FEE, SCHEDULE & CHECKLIST

****Keys for the utility room and dumpster will be provided 24 hours before the event****

Cleaning and Damage: Summerfield Community Association reserves the right to retain all or part of the cleaning and damage deposit necessary to restore the premises to the condition in which they were found prior to the rental period, and/or collect any additional amounts necessary for the same. It is also agreed that any Association board member or their representative may at any time terminate any group's activities or use of the facilities for conduct that is deemed undesirable or improper and contrary to the rules and regulations for use of said facilities.

A minimum fee of \$25 will be charged for each of the following items if they are left in unclean condition or out of order. Renters must provide own cleaning supplies and trash bags.

Renter must sign that they have read and understand the above policies.

Homeowner's Signature: _____ **Date:** _____

Property Manager Signature: _____ **Date:** _____

ITEM	CLEANED	DESCRIBE PROBLEM
FLOORS: Must be dry mopped and then mopped with a separate damp mop. (Both dry and wet mops are located in the utility room. ONLY the provided mops are to be used on the floors). DO NOT VACUUM WOOD FLOORS.		

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REFRIGERATOR: Must be completely emptied of all party food and cleaned.		
OVEN: Turned off and cleaned (if it was used for your party).		
SMALL APPLIANCES: (i.e. microwave, coffee pot, etc.) Emptied, cleaned, and unplugged.		
DISHWASHER: Emptied and cleaned.		
KITCHEN COUNTERS, SINK, AND FLOOR: Cleaned.		
TABLES: Table tops are to be cleaned and tables are to be placed in the room as they were found originally. Leaves are to be taken down and tables returned to square.		
CHAIRS: Fabric chairs are to be placed around the tables (four chairs around each table). Metal chairs are to be stacked in the library on the chair rack.		
DECORATIONS: All decorations are to be carefully removed.		
SIGNS POSTED IN THE NEIGHBORHOOD: All signs are to be removed immediately after the event.		