

## TURLEROCK CLUBHOUSE

Your clubhouse provides the residents of Turtlerock with many benefits including a beautiful, spacious area for social gathering, a kitchen, and a card and game area. The Association provides NO maid service and residents using the clubhouse are responsible for keeping it clean. The clubhouse may be reserved for private functions. However, the Association has first choice of a reservation date. A combination swimming and clubhouse party is not allowed.

To reserve the clubhouse, call the Director at Large. Reservations are not official unless confirmed and a contract signed with the Director. Cancellations and new reservations are a day-to-day and hour-to-hour occurrence. Contact the Director at Large to be sure the date you want is available.

The head of household or spouse only can make reservations. Relatives, children, friends, etc. cannot make reservations in your name. A \$50.00 per day usage fee and a \$125.00 refundable security deposit are required thirty (30) days prior to the reservation date. A "last minute" reservation can be made by contacting the Director at Large; however, your deposit and usage fee must be made at that time. Deposits and usage fees made prior to thirty (30) days of the reservation date may be made by check or cash. Less than thirty (30) days prior to the reservation date must be made in cash. The deposit and usage fee will not be held but deposited in the Turtlerock checking account. All homeowner dues and assessments must be current in order to reserve and rent the clubhouse.

Smoking and pets are not allowed in the Clubhouse.

The person who signs the clubhouse rental contract will receive the clubhouse key the day of his reservation or, if the clubhouse is not in use, may receive the key two or three days before his reservation date. He will do a walk-through with the Director at Large the day he receives the clubhouse key.

The day after the reservation date, the person who signed the clubhouse rental contract and the Director at Large will do a walk-through. If there are no damages, the security deposit will be refunded in full within ten (10) days. If there are damages, a portion or all of the security deposit will be withheld.

Unless the Director at Large is notified of a cancellation, persons reserving the clubhouse will be held responsible for any activity occurring in the clubhouse during the hours reserved.

The Board of Directors reserves the right to increase the usage fee and security deposit without refiling these Common Area Rules.

Samples of the contract forms for Turtlerock Clubhouse Rental Rules and Exit Check List follow.

## **Turtlerock Clubhouse Rental Rules**

[Sample]

The Clubhouse is for the use of Turtlerock residents and their guests. The Resident must be present at all times while the Clubhouse is in use.

In order to reserve the Clubhouse for a function, a check made out to Turtlerock Homeowners Association, or cash in the amount of \$175.00 must be received by the Treasurer thirty (30) days prior to reservation date.

### **Clubhouse Rules**

- Bathrooms:** Men's – Empty wastebaskets, clean sinks and toilets, sweep and mop floors.  
Women's – Empty wastebaskets, clean sinks and toilets, sweep and mop floors.
- Kitchen:** Clean sinks, counters, stove, oven and microwave. Remove all food and personal items from refrigerator and clean. Empty wastebasket. Sweep and mop floor.
- Furniture:** Clubhouse furniture is restricted to inside Clubhouse premises.
- Other Areas:** Vacuum carpet, sweep and mop floors area. Turn off lights and radio. Lock all windows and doors.
- Thermostat:** Leave on Automatic, turn heat down (55 degrees) or air conditioner up to 80 degrees when leaving.
- Garbage:** Take it home with you. Remove all garbage from the premises.
- Parking:** Guests should park along the east side of Westchester, the pond side of Westbain, and the tennis court side of Westgate.
- Telephone:** All long distance calls must be charged to renter's home phone number. Residents will be held responsible for all long distance calls made when renting Clubhouse

**USE OF STAPLES, THUMB TACKS, RICE OR CONFETTI IS PROHIBITED**

**USE OF THE CLUBHOUSE DOES NOT INCLUDE USE OF THE POOL AREA**

Reservations must be made thirty (30) or more days prior to use date to assure the desired date. The "use" fee for the Clubhouse is \$50.00 per day and a security deposit of \$125.00 to be paid thirty (30) days prior to use date. The Clubhouse key may be picked up from the Director two or three days prior to reservation date. The \$125.00 deposit will be returned within ten (10) days following the use date only if all rules have been adhered to and upon the completion of an exit checklist conducted by the Resident renter and the Director at a date and time mutually agreed upon no later than twenty-four (24) hours from use date, and the Director has had an opportunity to check the Clubhouse for any damage or negligence in cleanup. Any damage or negligence will be subject to a charge against the security deposit, amount being determined by the Board of Directors.

The Clubhouse is not to be used for revenue producing activities.

Any damage caused to the Clubhouse or violation of the above stated rules will be subject to a charge against the security deposit and further charges.

I understand the rules for the Clubhouse as they are stated and agree to comply with them or pay a penalty fee as assessed by the Board of Directors.

Reservation Date\_\_\_\_\_

Date Paid\_\_\_\_\_

Residents Name\_\_\_\_\_

Address\_\_\_\_\_

Phone Number (Home)\_\_\_\_\_

Work\_\_\_\_\_

Residents Signature\_\_\_\_\_

Date\_\_\_\_\_

Directors Signature\_\_\_\_\_

Date\_\_\_\_\_

