

CLUBROOM RESERVATION POLICY

Reservations for exclusive use of the Clubroom will be restricted to persons owning or leasing a unit in Sandcastle, for use with their immediate families and guests. Residents within Sandcastle may seek information regarding Clubroom availability by calling the Sandcastle Manager, however, no reservation will be accepted by telephone. Reservations may only be made through written application. Applications may be picked up at the Manager's office and returned there completed with the necessary fees. Applications will not be accepted if the owner's maintenance or assessment fees are delinquent.

A security deposit of \$100.00 (cash) is required to reserve the requested date of reservation. The security deposit will be refunded in full following the rental if no damage has occurred, the room has been cleaned (including bathroom and kitchen), and all conditions of use are met. In addition there will be a \$30.00 nonrefundable fee to cover use of furniture, kitchen equipment, utilities, etc.

The Clubroom may be reserved a maximum of 30 days in advance. The property owner or lessee, who must be in attendance during the event, must make the reservation. Owner or lessee will be held responsible for all aspects of the event being held. Alcoholic beverages shall not be served to minors and shall not be at events primarily set up for minors. Reservations for the Clubroom do not include the use of the pool or pool area.

The Condominium Association will not be held responsible for any supplies, equipment, food, beverages, furniture, etc. provided for the event.

Only one application per day for the Clubroom will be accepted. The Board has the right to deny use of the Clubroom.

A copy of this policy is provided for each person reserving the Clubroom.

CLUBROOM RULES

1. Rental of the clubroom does not include use of the pool or pool area, therefore, swim wear, bare feet and water sports equipment is not allowed in the room nor may the restroom be used for a changing area. Food is not allowed in the pool area.
2. All food and drink containers and trash must be removed from the room when you clean up the Clubroom.
3. If the kitchen is used, the user must clean the kitchen. All appliances are to be turned off and small appliances should be unplugged.
4. Kitchen equipment is to be handled with care and returned to appropriate places.
5. NO SMOKING is permitted in the Clubroom.
6. All furniture must be replaced to its original position if moved.
7. The last one to leave the room must set the thermostat at 80 degrees for cooling and 60 degrees for heat.
8. Decorations can not be attached to walls, ceilings or painted surfaces.
9. The person reserving the room is responsible for seeing all doors to the Clubroom are locked when vacating the room.
10. No animals are allowed in the Clubroom.
11. All Clubroom activities and parties are to be limited to 5 hours in length and are to conclude by 5:00 pm. May not be reserved for parties of over 40 people.

**APPLICATION FOR
CLUBROOM RENTAL**

Today's Date _____

Person making reservation _____
(person reserving the room must be in attendance during the function)

Sandcastle Owner _____ Lessee _____ Unit # _____

Requested date for reservation _____

Requested hours _____
(maximum 5 hours)

Purpose of Clubroom use _____

Security deposit paid \$ _____ cash _____ check # _____
(\$100.00)

Rental fee nonrefundable paid \$ _____ cash _____ check # _____
(\$30.00 for 5 hours)

I understand and agree to the policy and rules concerning the use of the Clubroom.

Signature _____

Print Name _____