

Clubhouse Rental Policy

The Pine Lakes Clubhouse is the perfect facility to host an event. Your homeowners association is proud to offer this wonderful facility for the many needs of its residents. The clubhouse has hosted many events over the years from birthday parties, to wedding/baby showers, and Holiday parties.

Rental of the Pine Lakes Clubhouse is a privilege reserved for association members only and not relatives, friends, or the general public. Activities are limited to private parties for family entertainment and recreation unless otherwise approved by the Trustees. Rentals for the purpose of personal monetary gain are not permitted. The association member must be present at all times during the event and will be held responsible for the conduct of guests, cleanliness upon checkout, and all property damage. An association member's dues must be paid in full before a reservation can be made.

The Clubhouse is located at 10949 Woodrun Dr. The clubhouse features include a spacious open room with seating and tables for up to 80 people (max capacity is 150 people), full kitchen amenities, an outdoor patio including gas grill and picnic tables, gas fireplace, and TV. Parking is also available.

The process for renting the Clubhouse for an event is to call the reservation line at 440-238-2814 and leave a message including your name, requested date, and call back information. The scheduler will contact you to confirm that your rental date is available and provide information on where to send the \$100 rental fee to hold your reservation. A reservation made for renting the clubhouse will be held for a period of 7 consecutive days to allow for a renter to convey the payment to the clubhouse scheduler. If the rental payment is not received by the scheduler within the 7-day period, the reserved date will be put back on the schedule and made available to all association members for another future reservation.

Association members who rent the clubhouse are responsible for cleaning the facility after their event including, removing all trash and debris, taking down decorations and removing tape, vacuuming carpeting and mopping all tile floors, cleaning the bathroom sinks and toilets, and putting the tables in their original places and stacking chairs neatly along the walls. Should your party involve the use of the outside facilities, these must also be cleaned, including the grill, picnic tables, and patio, with removal of all trash.

Three to four days prior to your rental date a trustee will contact the association member to arrange a time to meet at the Clubhouse for check-in. On the rental day the resident will receive a key, sign and review the "Rental Checklist", sign the "Release from Liability Form", and provide a \$150 deposit. The deposit will be returned after the checkout inspection and mutual agreement that the Clubhouse has been thoroughly cleaned and nothing has been damaged. The Clubhouse should be ready for inspection and checkout no later than Midnight on the date of rental.

Please look into using the Club house for your next event.

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