

Pine Lakes 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 from birthday parties, to wedding/baby showers, and Holiday parties.

Rental of the Pine Lakes Clubhouse is a privilege reserved for Pine Lakes 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 monetary gain are not permitted.

The Clubhouse is located at 10949 Woodrun Dr. The clubhouse features include a spacious open room with seating and tables for up to **60** 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. A map is available on the Pine Lakes website that can be sent to your guests: www.pine-lakes.org/clubhousemap.pdf

The Trustees of Pine Lakes recently updated the following requirements for renting the clubhouse.

- 1 The Renter **must be present at all times during the event** and will be held responsible for the conduct of guests, cleanliness upon check out, and all property damage.
- 2 The renter's association dues must be paid in full before a reservation can be made.
- 3 Renters are responsible for cleaning the Club House after their event including removal of all trash and debris; removal of all decorations; vacuuming carpeting and mopping the tile floor; cleaning bathroom sinks and toilets.
- 4 No tape will be permitted on walls and no balloons on the ceiling fan. Violation will void the \$150.00 security deposit.

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 \$150.00 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. Clubhouse rentals must be reserved and PAID in advance no later than 3 weeks prior to the date of rental. **Last minute rentals, less than 3 weeks' notice, will only be considered after consulting and being approved by the trustees. We have to make sure that there is a trustee available to handle the rental.**

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. An outside cleaning service is available for \$125.00, but Renters are still responsible to remove all trash and debris.

Three to four days prior to your rental date a Pine Lakes Trustee will contact the Renter to arrange a time to meet at the Clubhouse for check-in. Check-in is no earlier than 8:00 a.m. Keys are not available the night before. On the rental day the Renter 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 must be ready for inspection and checkout no later than 11:30 PM on the day of rental.**

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