

CLUBHOUSE RESERVATIONS

INSTRUCTIONS

Instructions for reserving the community Clubhouse are as follows:

1. Complete, sign, and date the Clubhouse Reservation Agreement attached. This includes the two-page form and the General Association Rules and Regulations which must be initialed and dated. You may retain these Instructions for future reference.
2. Return the Clubhouse Reservation Agreement and Rules and Regulations form along with two (2) checks, one in the amount of \$150.00 for the Non-Refundable Fee and one in the amount of \$250.00 for the Refundable Deposit, to the Premier Association Management office or the designee. The Refundable Deposit will be returned upon satisfactory post-reservation inspection. Make checks payable to: DeFoods Farms HOA. All residents requesting to reserve the clubhouse must be current with their Association dues.
3. The Clubhouse Reservation Agreement and Rules and Regulations form together with two (2) checks must be received in the Premier Association Management office or by the designee at least 14 days prior to reservation date. Reservations made fewer than 14 days in advance, **or require after hours Board or property management involvement, will be assessed an additional Rush Non-Refundable \$100 fee.** ***PLEASE KEEP IN MIND THE RESERVATIONS ARE BOOKED ON A FIRST COME FIRST SERVED SCHEDULING UPON RECEIPT OF ALL REQUIRED DOCUMENTS.***
4. After Confirmation of Check Receipt, your reservation will be confirmed, and you will be contacted prior to your event to arrange a walk-thru of the clubhouse and key pick-up.
5. After your event and your clean-up, please notify the Clubhouse contact to arrange for a post-event inspection to finalize the Clubhouse Cleaning Checklist. See attached for your reference.

DeFoods Farms HOA CLUBHOUSE RESERVATION AGREEMENT

In consideration of **DeFoods Farms HOA**, Inc., allowing me the exclusive use of **DeFoods Farms HOA** clubhouse and equipment and furnishings therein (the "Clubhouse"), I, the undersigned member of **DeFoods Farms HOA** community, agree as follows:

1. I agree to reserve the Clubhouse at **DeFoods Farms** on _____, 20____, under the terms and conditions set out below from the hours of _____ to _____.

2. I understand that I am being afforded the exclusive use of the Clubhouse only and that if the pool area is open it cannot be used during the function, the use of the pool by persons attending my function is prohibited unless prior approval is granted by the Board of Directors.

3. The party or other function will begin at _____ am/pm and must end **no later than 12:00 midnight and shall not exceed ten (10) hours. I understand that continued use of the Clubhouse after the hours for which it has been reserved will constitute a breach of this Agreement and will result in forfeiture of my deposit.**

4. **I will send a Non-Refundable Reservation Fee of \$150.00, if applicable the \$100 Non-Refundable Rush Fee, and a Refundable Deposit of \$250.00 with submission of this Application and Agreement.** I understand and agree that this deposit will be used to pay for cleaning costs and any and all damages resulting to the Clubhouse, its contents, or any other portion of the Association property from my actions or any actions of persons present at, attending, or in any other way related to my function. I understand that any charges made against my deposit will be explained. If costs of repairs exceed the amount of my deposit, I agree to pay the Association the full cost of all repairs within 10 days of receipt of a written explanation of the damages and a bill from the Association for such repairs. I agree that all deposits, fees, and expenses incurred by the Association as a result of the use of the Clubhouse under this Agreement shall be considered an assessment and constitute a lien against my property and shall be fully collectible as provided for in the Association's Declaration and By-Laws.

5. I assume all responsibility, risks, liabilities, and hazards incidental to the activities applied for (including, but not limited to the serving of alcoholic beverages), and hereby release and forever discharge the Association, its officers, directors, employees, agents, and members, present, past, and future, from any and all claims, costs, causes of action, and liability for personal injury or death and damage to or destruction of property arising from my use of the Clubhouse and its appurtenances. If alcoholic beverages will be served at, or brought to the function, then I understand and agree that I am responsible for ensuring that any consumption or serving of alcohol at the function is done strictly in accordance with Georgia law. I further acknowledge and agree that no alcoholic beverages will be sold, manufactured or made at the function.

6. I agree to indemnify and hold harmless the Association, its officers, directors, employees, agents, and members, present, past, and future, from any and all charges, claims, costs, causes of action, damages and liabilities (including but not limited to attorney's fees) for any and all injuries, to either person or property, suffered by me, my family members, employees, agents, servants, guests, invitees, any member of the Association or any other person which arise from or are in any way related to the function and/or the reservation or use of the Clubhouse.

7. I assume all responsibility for the actions and behavior of all persons present at, attending, or in any other way related to my function and agree to be personally responsible for causing all such persons to comply with the Association's Declaration, By-Laws, and Rules and Regulations, including the Association's Clubhouse Policy attached to this Agreement. I acknowledge that violation of any provision of these Documents by any person present at, attending, or in any other way related to my function, may, in the sole discretion of the Association's Board of Directors, result in immediate termination of the function and forfeiture of my deposit.

Initial

Date

8. I understand that I am being granted the exclusive use of the Clubhouse for the time period described above subject to the right herein reserved by the Association to enter the Clubhouse and terminate my use thereof should the conduct of any person using the facility endanger the health, safety, or well-being of any person or constitute a threat to any property.

9. I am a member of the Association, at least twenty-one (21) years of age, and will be in attendance at my function. I hereby agree and represent that the Clubhouse will be used for lawful purposes only, and that if any conduct at the function I am sponsoring violates federal, state or local laws or ordinances, my rights to use the Clubhouse under this Agreement shall terminate and the Association shall have the right to take possession of the Clubhouse and instruct my guests to leave the property.

10. Subject to those deductions provided for in this Agreement, the deposit will be refunded in whole or in part by mail.

11. I agree to be bound by the Clubhouse Policy attached hereto, and to clean the facilities after use.

12. I understand that my reservation of the Clubhouse on the aforementioned date will not be confirmed, nor will this Agreement be binding, until such time as this Agreement has been executed by the Association.

13. I have carefully read and understand this reservation form and agree to be bound by its terms.

Address

Signature

Home Phone Number

Name (printed)

Daytime Phone Number

Date

Email Address

Alternate Email Address

Reservation Date: _____

Start Time: _____

End Time: _____

Description: _____

Number of Attendees: _____

Deposit \$ _____, Reservation Fee \$ _____, **Rush Fee \$ _____** paid on
_____, 20__.

AGREED TO AND ACCEPTED BY _____ ASSOCIATION, INC.

By: _____ Date: _____

Check Returned: _____ Initials: _____

Note:

Please send **two separate checks: 1.) Non-Refundable Reservation Fee (\$150.00) and if applicable, the Non-Refundable Rush Fee (\$100)**

2.) Refundable Deposit (\$250.00)

Please make both checks payable to: **DeFours Farms HOA**

Mail to: **Premier Association Management, PO Box 1282 Douglasville, GA 30133**

**GENERAL ASSOCIATION RULES AND REGULATIONS
FOR THE CLUBHOUSE**

- No Paint, tape, or tacks are allowed on walls or ceiling.
- Inflatables are not permitted
- Grilling is allowed on the patio near the playground. Charcoal must be properly disposed of off of clubhouse grounds.
- All events, parties, etc. held in the Clubhouse must be over by 12 midnight.
- One Adult must be present for every (8) persons when the age of the group averages 18 years or younger.
- At Association functions, alcoholic beverages are permitted on a “bring your own” basis only and are only to be consumed by person 21 years of age and older. In no way will alcoholic beverages be served by the Association.
- Items left at the Clubhouse after final walk-through becomes the property of the Association.
- The Clubhouse must be cleaned before the final walk-through. This includes cleaning the bathrooms, common areas, sliding doors and front doors as needed.
- If the outside garbage cans are used, the person reserving the Clubhouse is responsible for garbage pickup on pickup morning and replacing the cans by the Clubhouse that evening.
- Furniture is to remain inside.
- Glass on deck is not allowed.
- Event parking on the street is prohibited.

Initial

Date

Clubhouse Cleaning Checklist

(All items must be complete, and clubhouse must be in good condition in order for homeowner to have deposit check refunded.)

IMPORTANT: There is NO SMOKING OR VAPING allowed inside the clubhouse. If there is any reason to suspect that you or your guests were smoking inside the clubhouse, your deposit WILL NOT be refunded.

(Initial if in good condition)

	Before		After	
General:				
Vacuum Carpet (or mop tile whichever is applicable)				
Clean any carpet spills				
Wipe down tabletops and chairs if used				
Return tables/chairs to storage room if used				
No thumb tacks or tape may be used on walls				
Bathrooms:				
Clean sink and wipe down countertops				
Clean mirrors				
Clean toilets				
Sweep and Mop Floor				
Kitchen:				
Clean and empty refrigerator/freezer				
Clean stove top/oven				
Clean sink and countertops				
Note: If there are any carpet stains after initial walk through, deposit will be forfeited.				
Trash: Remove all trash from reserved area.				
If using outside cans, homeowner is responsible for placing the cans at the curb on trash pick-up day and returning them to the clubhouse after trash pick-up has occurred.				