

SKYLAKE PROPERTY OWNER'S ASSOCIATION CLUBHOUSE RULES, POLICY AND PROCEDURES

The clubhouse in Skylake is a community facility, owned and operated by the Skylake Property Owner's Association (POA), for the benefit of Property Owners in Skylake.

A. Process for Renting the Clubhouse.

All requests for use of the Clubhouse must be submitted to the Skylake office and approved in advance. A Clubhouse Usage Agreement must be executed for the use of the Clubhouse. The Agreement designates, FULL RESPONSIBILITY to the property owner requesting use. The Agreement must be submitted and signed by the requesting property owner(the User). Also, all fees and security deposits, if applicable, must be paid by and received from the property owner prior to the issuance of keys to the clubhouse.

The Clubhouse Usage Agreement form is available on the website or at the Skylake office.

B. Authorized Users of the Skylake Clubhouse.

1. Skylake Property Owners in good standing. Property Owners that are current in their assessment and own or have a valid long term lease are eligible to use the Clubhouse.
2. Skylake Boards, committees and groups/organizations that are **officially** recognized by the Skylake Property Owner's Association Board of Directors.
3. Other users approved by the Skylake Property Owner's Board of Directors.

C. Priorities for scheduling use of the Clubhouse.

Use of the clubhouse must be requested and reserved in advance. Signed agreements remain subject to the following priorities for scheduling.

1. Priority will be given to the Board, committees and recognized groups.
2. Property Owners will be scheduled on a first-come, first-served basis for a family-only or Skylake-exclusive event.
3. All other events must be sponsored by a Property Owner and must be approved in advance by the Board of Directors.

The General Manager is responsible for determining and adjudicating priorities. When scheduling requirements conflict, a user may be offered an alternative date, time or location.

The Board of Directors reserves the right to establish other priorities as necessary, and to limit the uses of the Clubhouse.

D. Rental Fee and Security Deposit.

The Clubhouse rental fee will be waived for Skylake Property Owners wishing to host a family-only or Skylake-exclusive event. Other uses of the clubhouse, approved by the Board of Directors, i.e. weddings, private parties, etc., will be charged a \$300.00 rental fee.

All Users of the Clubhouse, even those property owners wishing to use the Clubhouse for a family-only or Skylake-exclusive event, must execute a Clubhouse Usage Agreement. This requirement and all fees will be waived for regularly scheduled monthly meetings and/or gatherings such as Skyladies, Men's Club, Bridge groups, etc.

A Security Deposit of \$150.00 will be charged to all Users of the Clubhouse who have properly executed a Clubhouse Usage Agreement and will be refunded to the User if the clubhouse is left clean and in good repair. If the clubhouse is in need of cleaning or any damage occurs, the cost to have it cleaned and/or repaired will be deducted from the security deposit. If such costs exceed the amount of the security deposit, the User signing the Agreement will be responsible for promptly paying the additional amount.

The General Manager will schedule an inspection of the clubhouse both before the rental date and immediately following the rental date to determine the amount of the security deposit to be refunded to the User. This inspection will be conducted by an authorized member of the Skylake Property Owner's Association and the User requesting use of the Clubhouse.

E. Reservations and Payment.

1. Reservations will be taken on a first come, first serve, basis.
2. A completed agreement along with appropriate payments, if applicable, are necessary in order to make a reservation.
3. Reservations requiring prior approval of the Skylake Board of Directors must be requested in a timely manner in order for the request to be scheduled on the Board of Directors agenda for the month prior to the event.

F. Cancellations

1. Cancellations must be made at least 48 hours in advance of the requested event for all fees to be refunded. Telephone cancellations will be accepted but must be confirmed in writing prior to issuing any refund.
2. The Board of Directors or the General Manager has, at any time, the authority to cancel a reservation after it has been made, due to but not limited to, damage to the Clubhouse that renders it unusable or for other reasons beyond the control of the POA.

G. Rules of Usage and Penalties for Breach.

The User will be responsible for complying with all rules and provisions of the Agreement. The User will also be responsible for the actions of their children and guests and will be held financially accountable for any monetary charges, damages, fines and fees in connection with the use of the Clubhouse during the designated rental period.

The following rules must be complied with:

1. The Clubhouse must be left in a clean and orderly condition in compliance with the Clubhouse Inspection Report and using the "checklist" provided.
2. It is the Users responsibility to bring all of their own supplies, i.e. paper products, cleaning products, etc. Supplies stored in the kitchen area are the property of the Skylake Property Owner's Association and are not intended for use by renters of the clubhouse.
3. All personal items brought to the Clubhouse must be removed. Trash must be placed in plastic garbage bags and removed from the Clubhouse and placed in the trash receptacles.
4. Keys to the Clubhouse must be safeguarded. The User must immediately report the loss of a key. The User will be charged the actual cost of re-keying the locks at the Clubhouse if a key is lost. The costs to re-key are substantial.
5. The premises must be locked and secured at the end of the event.
6. Chairs, tables or other equipment belonging to the Property Owner's Association may not be removed from the clubhouse.
7. Smoking is prohibited in the Clubhouse and on its decks.
8. If the User plans to use decorations, auxiliary lights or sound equipment, the POA must be notified by declaring such uses on the Agreement. Decorations used in the Clubhouse must be removed when the event is over. No structural changes or electrical alterations can be made to the Clubhouse.
9. The User is responsible for ensuring the number of people attending the event is within the maximum capacity allowance.
10. The User agrees that persons at the event will not sell alcoholic beverages. The User also agrees not to serve alcoholic beverages to minors or permit minors to serve or consume alcoholic beverages on Skylake property.
11. The User **must** remain with those attending the event and is responsible for their compliance with the POA's rules and regulations. Failure to comply with this requirement will result in privileges to use amenities being suspended.