

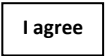
### REFLECTIONS (ROA) CLUBHOUSE RENTAL POLICIES



The entire clubhouse interior, including restrooms and dressing rooms, is a **No Smoking** environment. Smoking is permitted on the decks, lower patio, and outside of the main entrance.



Quiet time is 11:00 pm. You will be asked to leave and forfeit you security deposit if you disturb residents after 11:00 pm. **Note:** sound really travels across our lakes, *especially* at night.



Persons wishing to reserve the clubhouse for exclusive use must submit a completed Rental Agreement Form and payment of registration fees to the Reflections Property Manager. **Note: A reservation is effective only upon receipt of all registration fees.**



The person reserving the clubhouse **must be present at the event for the entire duration.**



Parking for the clubhouse and/or the lower-level patio area is limited to the clubhouse parking lot and the basketball area parking lot. Do not park in any resident parking area. **Note:** From May 1 to Labor Day the parking lot closest to the pool is reserved for residents of Reflections during daylight hours.



ROA is not responsible for spoilage of foodstuffs, beverages, and other items placed in the clubhouse by the renter.



Check-In Procedures: Contact the Reflections Property Manager at (803) 776-5795 to receive key codes. In the event the Manager is not available at the clubhouse, you may contact her by her cell phone at 331-4807, or contact the ROA board member for security, Ms. Cese Newcomer at 783-1501.

Please note the phone number in the kitchen is 783-5051; please limit use of this phone to three (3) minute calls, because it is the same number used by persons trying to get in at the front gate.

**In case of emergency, please call 911.**

**CLUBHOUSE RENTAL AGREEMENT**

Name of Renter: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Date(s) Requested: \_\_\_\_\_ From \_\_\_\_\_ am pm to \_\_\_\_\_ am pm  
 Purpose: \_\_\_\_\_ Number of Attendees \_\_\_\_\_

Per the rental agreement, I submit \$ \_\_\_\_\_ Check/Cash Usage Fee; \$ \_\_\_\_\_ Check/Cash  
 Cleaning Fee; and \$ \_\_\_\_\_ Check/Cash Security Deposit.

***If the renter wishes to set-up or decorate the clubhouse the day before the event, there will be an additional charge of \$50.00. The Clubhouse will be available at 3:00 pm the day prior to the event, providing it does not interfere with another scheduled function.***

**NOTE: A reservation is effective only upon receipt of the deposit.**

**Cancellation Policy:** If you need to cancel your registration fees, full refunds less a \$25.00 cancellation fee will be available until thirty (30) days prior to the event. After \_\_\_\_\_ no refunds will be processed.

Please initial items below:

- \_\_\_\_\_ There will be a \$50.00 charge if the clubhouse doors are left unlocked.
- \_\_\_\_\_ I have read the rental agreement and checkout checklist. I agree to abide by these requirements.
- \_\_\_\_\_ I accept full responsibility for the behavior of my guests and for all damages caused by them to Reflections' property.
- \_\_\_\_\_ Rental of the Clubhouse or lower level patio including bathrooms does **not** include the use of the pool. My guests will remain outside of the pool fencing. **If anyone from my party is caught in the pool area (within the fencing) I will forfeit my security deposit.**
- \_\_\_\_\_ **Quiet time is 11:00 pm. I will be asked to leave and forfeit my security deposit if my event disturb residents after 11:00 pm.**
- \_\_\_\_\_ I will ensure that **NO** alcohol beverages of any kind will be served to, or consumed on Reflections' property by any of my guests who are less than twenty-one (21).

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Acceptance for Reflections: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Received: Amount \$ \_\_\_\_\_ Date: \_\_\_\_\_ Management's Initials \_\_\_\_\_

Deposit returned: Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Renter's Signature: (on line below)

**FEE SCHEDULE FOR CLUBHOUSE RENTAL**

<b>REFLECTIONS RESIDENTS</b>			
<b>FRIDAY, SATURDAY, OR SUNDAY</b>			
<b>Number of People</b>	<b>Usage Fee</b>	<b>Security Deposit</b>	<b>Cleaning Fee</b>
1 - 49	\$100.00	\$100.00	\$60.00
50 - 100	\$150.00	\$150.00	\$60.00
101 - 150	\$225.00	\$225.00	\$60.00
<b>MONDAY THROUGH THURSDAY</b>			
<b>Number of People</b>	<b>Usage Fee</b>	<b>Security Deposit</b>	<b>Cleaning Fee</b>
1 - 49	\$75.00	\$75.00	\$60.00
50 - 100	\$125.00	\$125.00	\$60.00
101 - 150	\$200.00	\$200.00	\$60.00

<b>NON RESIDENTS</b>			
<b>FRIDAY, SATURDAY, OR SUNDAY</b>			
<b>Number of People</b>	<b>Usage Fee</b>	<b>Security Deposit</b>	<b>Cleaning Fee</b>
1 - 24	\$200.00	\$200.00	\$60.00
25 - 50	\$275.00	\$275.00	\$75.00
51 - 100	\$350.00	\$350.00	\$85.00
101 - 130	\$425.00	\$425.00	\$95.00
<b>MONDAY THROUGH THURSDAY</b>			
<b>Number of People</b>	<b>Usage Fee</b>	<b>Security Deposit</b>	<b>Cleaning Fee</b>
1 - 24	\$185.00	\$185.00	\$60.00
25 - 50	\$225.00	\$225.00	\$75.00
51 - 100	\$300.00	\$300.00	\$85.00
101 - 130	\$350.00	\$350.00	\$95.00

**CHECKOUT PROCEDURES**

- \_\_\_\_\_ All furniture must be returned to its original (pre-party) position.
- \_\_\_\_\_ All food and beverages must be removed from the refrigerator/freezer.
- \_\_\_\_\_ All trash cans must be emptied into receptacles in the service area.
- \_\_\_\_\_ New bags must be placed in all empty trash cans.
- \_\_\_\_\_ All folding chairs must be wiped clean and returned to the storage area.
- \_\_\_\_\_ All glass tables and doors must be cleaned of fingerprints.
- \_\_\_\_\_ Restrooms must be checked and lights turned off.
- \_\_\_\_\_ All decorations must be removed, to include tape, tacks, or nails on walls and ceilings.
- \_\_\_\_\_ All lights must be turned off except for outside entry way lights.
- \_\_\_\_\_ All doors must be locked (including service door off the kitchen and door to downstairs).
- \_\_\_\_\_ The parking lot and surrounding area must be left clean and free from litter.