**Andrews Reach Clubhouse Rules/Regulations**

**Any damage/expense incurred during rental will be the responsibility of the resident.**

* Private use fee is $50 (does not apply to AR neighborhood events)
* Resident renting clubhouse must be present at all times.
* When reserved by a resident, the clubhouse is available for use from 8:00 AM to 10:00 PM
* Clubhouse cannot be used in conjunction with pool parties
* Children must be accompanied by adults
* No wet bathing suits allowed in clubhouse
* Please – no parking in front of resident driveways
* Please clean up after use – checklist provided for expectations
* No smoking, pets, skateboards, bikes or excessive noise allowed
* Nothing can be attached to walls or ceilings
* Clubhouse furniture must remain inside at all times and returned to original position following rental
* Do not prop door open
* Turn off all lights, return thermostat to 80 degrees in summer and 60 degrees in winter and lock all doors before leaving
* Management reserves the right to deny use of clubhouse to anyone or close clubhouse at anytime.

The resident shall defend, indemnify and hold the Andrews Reach Homeowners Association, Board of Directors and Property Management Co. harmless from all claims, actions, damages, costs and attorney’s fees incurred and or arising out of home owners use of the Andrews Reach clubhouse, including, but not limited to personal injury or loss of property in or about the Clubhouse and surrounding grounds. I have read, understand and agree to comply with these rules/regulations and conditions.

Signature of Resident/Owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If your event is cancelled, your rental/use fee will be refunded.

**Andrews Reach Clubhouse Reservation**

Event Information

Type of event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident/Homeowner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Homeowner Address & Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event/arrival - departure times \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of guest expected (max 60) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If catered, caterer insurance is required.

Name of caterer and phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send your reservation form to:

Marie Warren

Email: Marie@ec.rr.com

3301 Gillmoss

Upon approval, please send your payment of $50 to Andrews Reach HOA:

Professional Association Management

Attn: Stephen Sulkey

3530 Lewis Loop SE

Bolivia, NC 28422

Checklist – Andrews Reach Clubhouse

Complete after use and return checklist to clubhouse manager

\_\_\_\_\_ remove all food, drinks, personal items

\_\_\_\_\_ remove any flowers, banners, balloons, etc

\_\_\_\_\_ take bagged trash outside to City trash container

\_\_\_\_\_ return furniture to original position

\_\_\_\_\_ place thermostat at 80 in Summer and 60 in Fall/Winter

\_\_\_\_\_ wipe down tables and counter tops

\_\_\_\_\_ clean/wipe up any food or liquids dropped on floor

\_\_\_\_\_ lock interior door from clubhouse to restrooms

\_\_\_\_\_ lock exterior door from pool to restrooms

\_\_\_\_\_ turn off lights

\_\_\_\_\_ lock front door