

Eastport Clubhouse - Rules of Use

The reserving owner will be held responsible for any infractions of the following rules:

1. No smoking in the Clubhouse or on the Clubhouse property.
2. The Reserving Owner must be present at the event.
3. The Clubhouse may NOT be rented to outside groups or parties.
4. The Clubhouse is to be left in clean condition using the itemized "Eastport Clubhouse Post-Rental Checklist" which must be returned to Cathy Pleasant with the clubhouse key the day after the event.
5. Please return all furnishings to their original location.
6. No furniture may be taken outside the clubhouse.
7. Folding tables and chairs are available for use but must be wiped clean and returned to the storage closet.
8. A fee for any damage may be charged to the Reserving Homeowner (The Deposit Check of \$100 will be returned once the Clubhouse has been checked for cleanliness and damages).
9. Cars attending the event must not block streets or driveways (ample room must be left for emergency vehicles). Cars may not be parked opposite of a driveway.
10. The use of the "Eastport Event Parking" signs is encouraged and can be located in the storage closet.
11. All garbage and trash must be removed from the Clubhouse after the event. Trash receptacles are located around the left side of the building.

Reservation Guidelines

- ❖ Each Eastport residence is allowed one event use per calendar year without a charge for use, however a fee of \$50 will be charged for each additional use that calendar year,
- ❖ Events involving 12 or less attendees will not be charged a fee., but must abide by all other rules indicated herein.
- ❖ A deposit check of \$100 must be provided at the time of key pickup for ALL reservations, including zero fee events.
- ❖ Reservations for a single use can be made up to 90 days in advance.
- ❖ Reservations for an on-going weekly or Monthly use can be made up to 30 days in advance.
- ❖ The Clubhouse key may be picked up one (1) day prior to the event and must be returned the day after the event along with the completed "Eastport Clubhouse Post-Rental Checklist" to Cathy Pleasant.

****For Reservations, Key Pick-up or Clubhouse Information please contact:**

**Cathy Pleasant
1612 Brigantine Drive
910-512-9391**

**Thank you in advance for taking pride in the care of our
Clubhouse facilities!**