

# Bayview Homeowners Association Clubhouse Rules Summary

## Reservation Policy

*Rules are summarized for easy reference during Reservations.*

- Reservations for a private event or large gathering must be made at least 2 weeks in advance of the date of the event.
- Only Bayview property owners are permitted to make reservations for Clubhouse use.
- Reservations are on a first come first serve basis.
- Owners and their guests must comply with all Federal, State and Local laws.
- The Association will notify the Owner within 48 hours of any damages caused by their event. Costs to repair or clean-up will be billed to the Owner's account.
- Violation of rules may result in the immediate termination of the event and the resident may be subject to losing future privileges to reserve the clubhouse.
- Residents will still have access to the main room, pool, and exercise room during a reservation. Signs will be posted to notify all residents of a 'reservation in progress'.
- Events are 'pack in/pack out' meaning any and all items needed for the event will need to be brought to the facility by the event holder and removed once the event is completed – THIS
- Reservation requests must include a non-refundable \$135.00 cleaning fee if:
  - Booking is for 25+ people WITH food/drinks present.
  - Booking is for 40+ people regardless of food/drinks being present.

### Access and Capacity:

- Maximum capacity for any reservation is no more than 100. The Conference Room is limited to 20.
- Furniture and accessories located in the clubhouse may only be moved with prior approval from the Board or Pool House Committee. Furniture should be used appropriately and only for the purpose for which it is intended.
- Activities are limited to the reserved areas.
- Do not prop open or block doors or emergency exits.
- Owner is responsible to ensure that all guests park in designated areas.

### Rules of Use:

- Smoking and/or vaping are not permitted anywhere inside the Clubhouse or on Bayview Estates property.
- Volume must be kept at a level that will not disturb other areas of the clubhouse or nearby homes. (Volumes must be lowered if requested by staff.)
- Candles and open flames, with the exception of birthday candles on cakes, are prohibited at all times, anywhere on the property.
- Signs, decorations, and related materials may NOT be taped, tacked, stapled, nailed or affixed to painted surfaces, windows or any other surface or structure inside the clubhouse. "Damage-Free" hooks may be used with approval. All decorations and tape must be removed before leaving the clubhouse.

- Balloons must be secured or anchored and not allowed to be 'free floating.' Any cost or damage that results from balloons, such as triggering the alarm or fire sprinkler system, will be charged to the Owner.
- No scattering of items such as glitter, confetti, rice, or silly string.

Absolutely NO GLASS CONTAINERS are permitted in the Pool/Spa Room.

## Bayview Homeowners Association Clubhouse Reservation Request

Today's Date: \_\_\_\_\_

### Contact Information

Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

### Reservation Information

Date of Event: \_\_\_\_\_  
 Time of Event: \_\_\_\_\_  
 Number of Hours: \_\_\_\_\_  
 Event Description: \_\_\_\_\_  
 Number of Guests: \_\_\_\_\_  
 Outside Catering: YES NO

Room(s) requested:

Great Room

Conference Room

Pool/Spa Room

Please reserve the room(s) noted above according to the rules established by Bayview Homeowners Association.

I, \_\_\_\_\_ have read and understand the Bayview Clubhouse Reservation Policy and rules. I understand that all rules apply to me and my guests and that I am responsible for my guests at all times.

I understand that a \$135.00 non-refundable cleaning fee is required if I have 40+ people, or 25+ people AND food/drinks.

Any and all damages will be the responsibility of Owner. If damages occur, all costs will be billed to the Owner's account and subject to the Resolutions of the community.

Homeowner agrees to be financially responsible for any and all damages to facilities and their contents, or for any loss through theft, occurring during or in any way related to use of the facilities pursuant to this agreement.

The facilities are provided on an "as-is" basis and Homeowner agrees to assume all risk of injury, loss or damage to residents, guests or other persons, goods, materials or property arising out of or in connection with use of the facilities pursuant to this agreement.

Homeowner agrees to indemnify, hold harmless and defend the Association and its officers, staff, employees and directors, from and against any claims, suits, costs, loss, damage, liability or expense (including, without limitation, attorneys' fees) arising out of or in connection with the use of the facilities pursuant to this agreement, whether caused or contributed to by any act or omission (negligent or otherwise) of the Association, its agents or employees. In the event of litigation or arbitration concerning this agreement, the prevailing party shall be entitled to recover from the losing party reasonable attorneys' fees and court or arbitration costs, at trial, on appeal and on any petition for review.

The rights granted and responsibilities assumed by the Homeowner under this agreement are specific to the Homeowner and may not be assigned by the Homeowner.

Acknowledged:

Contact Person Signature	Date

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*Office Use Only*

Date: \_\_\_\_\_ Reservation Completed by: \_\_\_\_\_

Staff Signature

Confirmation of reservation:

- Phone
  Email
  Hard Copy Letter