

**SCHIEVELING PLANTATION HOMEOWNER'S ASSOCIATION  
CLUBHOUSE APPLICATION AND AGREEMENT**

*Please keep and take with you to facility event*

APPLICANT: (HOA Member)-PLEASE PRINT THIS SECTION

Name \_\_\_\_\_

Address: \_\_\_\_\_

Best Contact Phone: \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Email: \_\_\_\_\_

Rental Date Requested: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Hours of Use (Include set-up and clean-up times): Clubhouse must be locked and empty by midnight.

Start: \_\_\_\_\_ End: \_\_\_\_\_

**HOST LIABILITY AGREEMENT**

Expected Number of Guests: \_\_\_\_\_.

Due to the Covid-19 Virus, you are asked to follow current DHEC/State/City guidelines for safety. You will be required to sign a Waiver of Liability in addition to this contract.

In addition to the following information and restrictions please note that you must comply with all city, county, and state ordinances including Noise Ordinance.

I understand I am responsible for complying with all federal, state and county laws governing alcohol. I am responsible for the actions of all my guests and any damages or injuries they may cause.

If the activities of the function, i.e. music, drunkenness, loud voices, etc. are disturbing neighbors, the Clubhouse Chair and/or Board member will ask that the loudness cease or the function cease. After the first warning, the Clubhouse Chair and/or Board member will close down the function and/or call the police.

**THE SCHIEVELING PLANTATION CLUBHOUSE IS A NON-SMOKING FACILITY!!**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## GENERAL INFORMATION & RESTRICTIONS

*Please keep and take with you to facility event*

- Renting the clubhouse is for the use of members of the Homeowner's Association for private functions.
- A reservation is made through the Clubhouse Chair and by a Schieveling Plantation HOA member only. Only Schieveling residents may make a reservation and sign the contract.
- Reservations must be made at least two weeks in advance.
- **THE APPLICANT MUST BE PRESENT AT ALL TIMES DURING THE PERIOD OF THE EVENT.**
- Association **ASSESSMENTS MUST BE CURRENT** in order to make a reservation or use the clubhouse. If you become delinquent during the reservation process, your reservation will be canceled. Your deposit will go towards your delinquent assessments.
- The use of the clubhouse may be restricted at the discretion of the Clubhouse Chair or Board of Directors.
- Do **NOT** block any of the French doors with tables; they must be accessible as a fire exit.
- **ABSOLUTELY NOTHING IS TO BE TAPED TO THE WALLS OF THE INTERIOR OF THE CLUBHOUSE. Decorations may be taped to the trim around the windows and doors.**
- Use of controlled substances is prohibited.
- Firearms or any kind of weapon(s) **ARE NOT PERMITTED** in the clubhouse or common areas.
- The clubhouse is a **NON-SMOKING** facility. This includes the porches and includes ecigarettes.
- The member understands and agrees to abide by all local, state and federal laws and ordinances and Association rules, By-Laws, Restrictions, regulation and policies which pertain to residents, guests and invitees while using the clubhouse. The renter understands that any violation, including unpaid costs and expenses, shall be grounds for immediate termination of the right to use the clubhouse, and pool privileges for 30 days. Any such termination shall not waive or change the renter's obligations.

### RESERVING MEMBER'S RESPONSIBILITIES

The contract signer must sponsor and attend the function/party. Guests outside of the Community are, of course, welcome. Use of the facilities is at your own risk.

#### COVID-19 RECOMMENDATIONS

- The clubhouse will be cleaned for each rental. However, this does not include cleaning the folding tables and folding chairs. Please bring your own cleaning/sanitizing supplies for your use before and during your event.
- It is highly recommended that you provide your own hand sanitizer/disinfectant wipes for your event. Urge guests, particularly children, to wash their hands frequently.
- For everyone's safety, practice social distancing.

#### Rental Cost:

- \$75.00 is for the rental deposit (non-refundable unless event is cancelled prior to date of event)
- \$175.00 is for the security deposit (may be refundable)
- \$130.00 is for cleaning service deposit (non-refundable)

One check totaling **\$380.00** made out to Schieveling Plantation HOA must be submitted at time of reservation and will be deposited. If check does not clear, no rental reservation will be made. If all is well at the end of the rental with no issues and or breakage, the security deposit may be returned to you at the discretion of the Clubhouse Chair. A check will be cut approximately one week after rental once key and checklist has been turned into the Clubhouse Chair and finalized without issues.

1. The clubhouse must be vacated/ AND locked no later than 12:00 AM. Staying past allotted hours will result in loss of security deposit.
2. The renter is responsible for locking and unlocking the door when setting up or prepping for their event, and when leaving after the event.
3. Please notify your guests that they **ARE NOT** Allowed to park on the grass; all four wheels must be on the street. There are sprinkler heads in the grassy areas between the streets and the sidewalks.

4. The HOA member will be responsible for any costs and expenses, including attorney fees, expense, costs and insurance deductible to clean or repair damage, which exceed the security deposit amount. A statement for all costs and expenses to clean or to repair damage will be rendered as soon as possible and must be paid within 3 days of notification. If not paid, HOA privileges will be lost and a lien or court action will result.
5. The clubhouse shall be left in the same condition as received.
6. The front door is to remain closed at all times. If the back porch is being used, make sure back doors are locked at the end of the event.
7. The pool area cannot be reserved.
8. Exterior restrooms are **NOT** for the exclusive use of those renting the clubhouse and are available for pool users during clubhouse functions.
9. All checklist items **MUST** be completed by the stated time on this reservation form.

By my signature, I am agreeing to abide by all responsibilities and guidelines connected with my rental.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## CLEAN-UP AND LOCK-UP AGREEMENT

*Please keep and take with you to facility event*

Your rental check will be deposited upon receipt. This form must be completed, signed, dated, and returned to Linda with the keys. The clubhouse will be inspected prior to the release of any portion of the security deposit. If refundable, the HOA treasurer will send you a check. If there are any problems you will be notified.

### The items below are important to understand, follow and complete:

- I will abide by the policies governing the use of this facility and am responsible for any damages to the facility, furniture, or equipment caused by the occupancy of our group to the premises.
- I understand that any violation can result in immediate closing of the facility and result in forfeiture of part or all of my security deposit.

ITEM#	DESCRIPTION	COMPLETED
1	Empty all inside trash cans, replace trash bags, put in kitchen.	
2	Empty interior bathroom trash cans.	
3	Remove all food from the refrigerator, oven, microwave & freezer	
4	TAKE ALL TRASH AND GARBAGE HOME	
5	If you used it, sweep porch(es)	
6	If you used it, clean pool area	
7	If you used decorations, remove all decorations	
8	If you moved furniture, return pieces to their original positions	
9	In winter, adjust both thermostats to no lower than 55 degrees; in summer, adjust both thermostats to 78 degrees	
10	Turn off all lights and fans	
11	Check all doors and windows to ensure they are locked; vacate by 12:01 AM or lose security deposit.	
12	Call Linda so she can arrange to have the alarm system set. Linda: 843-637-3564 or 843-597-7243(cell)	
13	This checklist form must be signed, dated and returned with the key or your security deposit may be forfeited.	
14	If an appliance does not operate correctly or something is broken, let Linda know as soon as discovered; otherwise, the security deposit will be used for repairs and additional charges may ensure.	
15	Failure to do any of the listed items or agreement may result in a loss of your security deposit	

**REMINDER:** IT IS YOUR RESPONSIBILITY TO REMOVE ALL TRASH FROM CLUBHOUSE.

Thank you for your cooperation, and we hope your function was enjoyable.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**CLUBHOUSE APPLICATION AND AGREEMENT**

**Only the Schieveling Plantation HOA Member may sign this agreement.**

\_\_\_\_\_  
Signature of Schieveling Plantation HOA Member      Date

\_\_\_\_\_  
Signature of Clubhouse Chairman Member      Date

**OFFICAL USE ONLY:**

One Check # \_\_\_\_\_ Total Amount: \$380.00      Date \_\_\_\_\_

- \$75.00 is for the rental deposit (non-refundable)
- \$175.00 is for the security deposit (may be refundable)
- \$130.00 is for cleaning service deposit (non-refundable)

Security Deposit check returned: Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Comments if failure to comply resulting in a loss of Security Deposit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Treasurer or Board Member      Date  
(Document to be filed for reference)