

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

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 or Co-Chair and by a Schieveling Plantation HOA member only.
- Reservations may be made in advance; payment and contract are due three weeks prior to reservation date.
- If reservation is last minute; full payment and contract are due immediately.
- 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.
- **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

An HOA member must sponsor and attend the function/party. Guests outside of the Community are, of course, welcome.

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 three weeks prior to date 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 two weeks 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.

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 **clubhouse rep** with the keys. The clubhouse will be inspected prior to the release of any portion of the security deposit. If refundable, a check, issued by IMC, will be sent to you. 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 60 degrees; in summer, adjust both thermostats to 76 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	<i>When setting the alarm at the end of your event, make sure all doors are closed before attempting to set the alarm. Back doors and windows must all be locked. Latches on double doors must be engaged before setting alarm.</i>	
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 clubhouse rep know as soon as discovered; otherwise, the security deposit will be used for repairs and additional charges may ensue.	
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)