

Emerald Bay HOA Clubhouse Rental Policy

This document serves as the policy and guide for use of the Emerald Bay Homeowners' Association (EBHOA) Clubhouse. The information contained herein provides guidelines and restrictions for use of the Clubhouse by individual homeowners. The purpose of this policy is to help ensure that the Clubhouse remains clean and in good repair while being a benefit to all members of the Emerald Bay Homeowners Association who choose to use it.

Eligibility for member use of the Clubhouse

Eligibility is restricted to members of EBHOA in good standing.

1. "Members of EBHOA" are those individuals that rightfully own property within the Emerald Bay, Emerald Pointe, Patton Place, Emerald Lake, or Brooke Stone neighborhoods. Individuals that currently own and reside in a dwelling within the aforementioned neighborhoods are considered "residents". Non-resident property owners are also members.
2. "Good standing" implies that members are current with all homeowners' association dues and assessments, or have a Board-approved payment plan and are current with such plan.

Guidelines

- The Clubhouse is available for rental by Members of EBHOA on a first come, first served basis.
- It is preferred that reservations be made using the form provided on the EBHOA website. Members who do not use the internet can alternatively contact the webmaster, the Clubhouse Coordinator, or their representative on the Board of Directors.
- A reservation request will be held for ten days pending payment of the rental fee and deposit. If at the end of ten days these have not been paid in full the reservation will be cancelled and the requested date again made available to other members.
- A rental fee and security deposit is required to hold a reservation. The security deposit will be returned after the event, provided that the Clubhouse is left clean and undamaged.
- Third-party checks may not be used for rental fee or security deposit.
- The renter of the Clubhouse is responsible for the proper use and care of the Clubhouse. Please treat it as you would the living room in your own home.
- The renter of the Clubhouse is responsible for any damages caused by his/her guests.
- In the event of damage to the facility, any cost of repair above what would be covered by the Security Deposit will be assessed to the Renter.
- Rental of the Clubhouse provides exclusive access to and use of the Clubhouse only.
- Use of the pool by the renter and guests is allowed during the months and times the pool is open; however, use of the pool is not exclusive to the renter of the Clubhouse.
- If the primary focus of the event is to be a Pool Party, and it is for a large group, the event should be planned for Monday through Thursday when pool usage is lower.

Restrictions

- The renter of the Clubhouse must be present at the event at all times.
- At no time should the Clubhouse doors or windows be left unlocked without the renter present.
- Events involving minors must be supervised by an appropriate number of adults.
- At no time should children at your event be in or around the pool without adult supervision.
- The Clubhouse and surrounding property is a smoke-free environment. No Smoking.
- Decorations appropriate to the event are permitted. However, no attachments may be made to the walls or other appurtenances that could potentially cause damage during the event or when removed. All such decorations must be removed after the event.

Emerald Bay Homeowners Association
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