

DEERLAKE HOMEOWNER ASSOCIATION, INC.

CLUBHOUSE RESERVATION AGREEMENT

NAME: _____	DATE OF EVENT: _____
HOMEOWNER ADDRESS: _____	
TYPE OF EVENT: _____	
HOMEOWNER EMAIL: _____	
HOMEOWNER MOBILE PHONE: _____	
EVENT WILL BEGIN AT _____ (AM / PM) AND WILL END AT _____ (AM / PM)	
SET UP WILL BEGIN AT _____ (AM / PM) AND CLEAN UP WILL END AT _____ (AM / PM)	

I understand and agree to all of the following rules and conditions:

1. If you would like to reserve the clubhouse, please submit this form to check availability. The DeerLake clubhouse may be reserved to homeowners; hereafter “lessee” over 18 who are in good standing with regards to homeowner dues.
2. The Clubhouse key will be in one of (3) three lockboxes and Denise Griffith at AMG will give the resident the code once the booking is complete. **If the clubhouse key is not returned to the Lockbox and the box secured after the event, \$200 of the security deposit will be withheld.**
3. The reservation fee is \$300 and there is a \$400 refundable security deposit. Please submit two separate checks. The \$300 fee reserves only the clubhouse. During the time between the Friday of Memorial Day weekend and Monday of Labor Day weekend, the “covered deck” is not available for rental. Checks that are returned for non-payment will be assessed a \$50 charge.
4. Just submitting the form does not reserve the clubhouse. You must pay the deposit to hold your reservation for the requested date. **The clubhouse may not be used for commercial use. No third part checks will be accepted.**
5. I agree to pay a security deposit of \$400 for the use of the DeerLake clubhouse. The security deposit made out to DeerLake HOA will be held and **returned to you after the event if all conditions of this agreement have been met and after an inspection has determined that no violations or damages have occurred as a result of the rental.**
6. The clubhouse is to be reserved to homeowners of DeerLake who are in good standing with the DeerLake Homeowners Association (HOA) (all dues are current and there are no outstanding liens of covenant violations). The resident reserving the clubhouse must be present during the function for which the clubhouse has been reserved.

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7. Non-resident use of the clubhouse is not permitted. The clubhouse cannot be used for trade shows or personal business events that will generate outsider traffic to the community. Failure to comply will result in loss of security deposit.
8. **This Agreement is for the reservation of the Clubhouse ONLY.** The use of the pool and tennis facilities is not included in the reservation of the Clubhouse. During the time between the Friday of Memorial Day Weekend and Monday of Labor Day Weekend, the “Covered Deck” is not available for rental.
9. The lessee understands and agrees to abide by all local, state, and federal laws and ordinances which could or do pertain to residents, guests, and invitees while using the Clubhouse. The lessee understands that any violation shall be grounds for immediate termination of resident’s right to use the Clubhouse. Any such termination shall not waive or change the resident’s obligations to the HOA.
10. Pool parties are not permitted and wet swimsuits from general pool usage are not permitted in the Clubhouse. The \$400 security deposit will be forfeited for this violation.
11. Smoking is not permitted inside the Clubhouse.
12. An adult resident homeowner must supervise all teen or children’s parties and be present at the party at all times while the party is in progress. Serving alcoholic beverages to persons less than 21 years of age is strictly prohibited.
13. The noise level in the Clubhouse must be limited to a level that does not disturb residents living nearby. The Clubhouse doors must remain closed in order to limit the noise traveling to the residents.
14. The Clubhouse function must end by 12:00 midnight unless permission is previously obtained in writing from the DeerLake Amenities Committee and/or DeerLake Board of Directors. Volume from any music/PA systems setup outside must be kept at a low level so as not to disturb neighbors bordering the Clubhouse. All such music/PA activity must end no later than 11:00pm. NO EXCEPTIONS. Overnight functions are not permitted. Failure to abide by these hours may result in penalty up to the deposit fee and suspension of use of the Association facilities.
15. Tape, nails, staples, glue, and thumbtacks, etc. are prohibited and may not be used to attach anything to the walls, doors, furniture, trim, etc. of the Clubhouse.
16. The lessee is responsible for making sure there is no damage to the Clubhouse and the **grounds surrounding the Clubhouse.** Lessee is responsible for any costs to correct and/or repair any damage done to the furnishings or property of the Clubhouse and pool premises in relation to the rental. If damage is found in excess of the \$400 deposit, you will be billed for the amount of damages and your security deposit will not be returned. Checks that are returned for non-payment will be assessed a \$50 charge.

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It is the responsibility of the lessee to leave the Clubhouse in a condition that a routine cleaning (normal dusting, vacuuming, bathroom cleaning, etc.) will have it ready to rent again. This must be performed immediately after the function. Any additional cleaning expense over and above the standard mandatory professional cleaning will be deducted from the security deposit.

17. Lessee agrees to remove all trash and place in trash containers outside of the clubhouse, removing all items from the refrigerator and wipe up any spills from the floors or furniture prior to vacating the premises. The trash should be placed in the large trash receptacles located near the pool gate and placed by the curb in the Clubhouse parking lot near the bicycle racks (be careful not to block any parking spaces).
18. The lessee, all guests and invitees agree to indemnify and hold harmless, including court costs and Attorney's fees, the Association, its Board of Directors and Advisory Board of Directors, and its management company and owners for any and all losses, claims damages, lawsuits, etc. which occur or arise out of the use of the Clubhouse and related facilities.
19. All furniture must be returned to the original place.
20. All Clubhouse doors must be locked and interior lights turned off prior to vacating the premises.
21. Animals are prohibited at all times in the Clubhouse.
22. The DeerLake Homeowner's Association Board of Directors reserves the right to enter the Clubhouse and terminate my use thereof should I violate any term hereof or should the conduct of any person using the facility endanger the health, safety or well-being of any person or constitute a threat to any property.
23. The lessee must sign the DeerLake Release and Indemnification Form before the clubhouse reservation will be held. This is in addition to submitting the \$300 reservation fee and refundable \$400 security deposit.

**IMPORTANT: YOU WILL NEED TO GET AN ACCESS CODE FROM ACCESS MANAGEMENT GROUP PRIOR TO THE RENTAL DATE.**

**PLEASE CONTACT DENISE GRIFFITH AT ACCESS MANAGEMENT GROUP (email [dgriffith@accessmgt.com](mailto:dgriffith@accessmgt.com) or 678-710-6211).**

**IF THE CLUBHOUSE KEY IS NOT RETURNED TO THE LOCKBOX AFTER THE RESERVATION, \$200 OF THE SECURITY DEPOSIT WILL BE WITHHELD.**

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HOMEOWNER (LESSEE) SIGNATURE

DATE

Please email the **completed and signed** DeerLake Clubhouse Reservation Agreement, the DeerLake Clubhouse Pre-Event Rules form, and the DeerLake Release and Indemnification to Denise Griffith at [dgriffith@accessmgt.com](mailto:dgriffith@accessmgt.com). Or you can mail the documents to the address below.

**ACCESS MANAGEMENT GROUP MAILING ADDRESS:**

Access Management Group  
1100 Northmeadow Pkwy, Suite 114  
Roswell, GA 30076  
Attn: Denise Griffith

## DeerLake Clubhouse Pre-Event Rules & Inspection Checklist

Please review and initial next to each of the rules listed below prior to setting up for your event. Your initials will confirm that you have read and understand all of the conditions set forth below and any fines that may accommodate any non-compliance of the below.

1. No smoking allowed inside the Clubhouse at any time. No candles, except small birthday cake candles, are allowed.  
Fine for non-compliance: \$50 \_\_\_\_\_
2. No stapling, pinning or taping banners or streamers to the walls, lighting, or any other fixtures. No bird seed, glitter or confetti is to be used.  
Fine for non-compliance: \$50 per wall, fixture or area impacted. \_\_\_\_\_
3. No furniture, other than the inventory tables and chairs, can be moved from its original location.  
Fine for non-compliance: \$25 per item \_\_\_\_\_
4. Any and all inventory furniture or equipment used must be broken down at the conclusion of your event unless prior approval is obtained. If you are bringing in any rental furniture or equipment reasonable care must be taken not to scratch the floors. All items must be carried and not dragged across the floors.  
Fine for non-compliance: \$100 \_\_\_\_\_
5. Homeowner agrees to assume 100% responsibility for conduct of himself/herself and his/her guests.  
\_\_\_\_\_
6. The dining room table needs to be covered and protected from heat and/or writing, to prevent scratching and/or discoloration.  
Fine for non-compliance: \$100 \_\_\_\_\_
7. Homeowner agrees to end usage by 11p.m. on Sunday-Saturday, unless otherwise approved by the DeerLake HOA Board of Directors. All doors and windows must be kept closed when loud music is being played. In addition, the Forsyth County Noise Ordinance Sec. 34-153 must be adhered to which states: the operation of the set, instrument, phonograph, or other machine or device between the hours of 11pm and 7am in such a manner as to be plainly audible at a distance of 50 feet from the building, structure or vehicle in which it is located shall be a prima facie evidence of a violation. \_\_\_\_\_
8. All Clubhouse doors and windows must be shut and locked prior to vacating the facility.  
Fine for leaving the Clubhouse unlocked is \$250 plus full liability for all stolen items. \_\_\_\_\_

Please review the following "Pre" Event Inspection list and confirm condition status of the following:

	Pre-Inspection Check List		
	Yes	No	Comments
Are floors swept, clean & free from dust?			
Are the tabletops clear of dust and fingerprints?			
Are the trashcans empty and stocked with liners?			
Is the kitchen clean and counters wiped down? <i>*Only soap and water are allowed on granite</i>			
Is the refrigerator empty and clean?			
Are the toilets operating normally?			
Are the mirrors and sinks wiped down and clean?			
Are the paper towels stocked?			
Is the toilet paper stocked?			
Is there any visible damage to any furnishings or walls that you would like to identify and note?			

## Post Event Checklist

Please ensure the following items are completed prior to leaving the clubhouse to ensure a full refund of the deposit. Please note that this form **MUST** be submitted in the order to process your deposit refund. It will be compared with the post event inspection done by our cleaning service company.

Event Room (s)	Completed
Remove all decorations used	
Return all event tables & chairs used back to storage room	

Kitchen	Completed
Make sure all foods have been removed from kitchen and refrigerator	
Remove all trash	

General	Completed
All lights/televisions must be turned off.	
All doors and windows must be shut and locked.	
All trash must be disposed of in plastic bags, tied, and removed from facility. Trash should be placed in the large trash receptacles located near the pool gate and placed by the curb in the Clubhouse parking lot near the bicycle racks (be careful not to block any parking spaces).	

Notes / Comments:

Please ensure that this list is emailed to Denise Griffith at [dgriffith@accessmgt.com](mailto:dgriffith@accessmgt.com) after it has been completed.