

## **Buckhead North Home Owners Association Clubhouse Rental Policy**

Only Buckhead North residents/lot owners may request renting the Clubhouse facility providing their HOA assessments are current and remain current throughout the approved Clubhouse rental date and there are no outstanding covenant violations that prevent the use of HOA facilities.

The Clubhouse will not be *opened* before 8 a.m. and all activities must end no later than 9 p.m. **The rental fee is \$25 (nonrefundable) and a \$150 refundable damage deposit is also required (separate checks required).** **If the pool will be used during the event, an additional \$25 fee is charged if the total number of persons using the pool exceeds four guests per BHN household (total rental fee of \$50 which is nonrefundable).** Total damage deposit payment will be shredded if the resident meets all requirements listed on the *Rental Agreement and Event Check List form*. Make checks payable to "Buckhead North HOA." If a resident wants to offer "free" classes exclusively to Buckhead North Residents (such as yoga, language, etc.), a rental fee will not be charged and appropriate insurance coverage is required. The resident must be present at all times during the usage period and all guests must leave the Clubhouse/pool area when the event ends. Those renting the Clubhouse must ensure all doors are locked when an event has concluded.

The Clubhouse will not be rented for the following days: Thanksgiving week, December 20<sup>th</sup> through January 1<sup>st</sup>, Memorial Day weekend, Labor Day weekend and the 4<sup>th</sup> of July weekend. We encourage you to book functions as far in advance as possible. **All requests must be booked at least 10 business days in advance.**

Rental of the Clubhouse should only be used for personal functions (birthday parties, baby showers, anniversary celebrations, etc.) and may not be used for business functions. Clubhouse rental may be limited or denied at the discretion of the Board of Directors. Rental use of the clubhouse is limited to inside the clubhouse rental room. Tables and chairs may be set up on the patio area directly behind the rental room. Food trucks or other outside Vendor Stations are not permitted. **Maximum Clubhouse Occupancy is 45 people.**

The HOA will provide the following items:

- 4 long rectangular tables (approx. 8 ft), 1 shorter rectangular table (approx. 5 ft) and 22 chairs (additional tables and chairs or decorations may be brought to the event at renter's discretion but must be completely removed at the conclusion of the event). Decorations must be limited to the clubhouse event room. Decorations of any sort in the pool area are not permitted.
- Cleaning products: hand soap, dish soap, floor cleaner, paper towels, broom, dust pan, mop, and bucket.

### **PROCEDURE**

Check the website calendar for an open date. Complete and submit the "Clubhouse Reservation Inquiry Form" located on the "Documents & Forms" page of this site. You will receive a response within two business days confirming clubhouse rental availability. To formalize your approved reservation date, print out the "Clubhouse Rental Agreement Form" located on the "Documents & Forms" page of this site. Submit your completed rental agreement form, along with your rental fee and security deposit checks, to P.O. Box 48, Richmond Hill, GA 31324 or leave in the HOA drop box located at the clubhouse (drop box pick up is once per week, typically Tuesday or Thursday mornings). Please note that residents will still be allowed access to the pool for their own enjoyment during your reservation time.

Upon receipt of a completed Rental Agreement, rental fee and security deposit, BHN's Administrator will contact the resident to confirm the reservation. **Checks and Agreement must be received at least 7 days prior to the rental date; otherwise, the rental request cannot be guaranteed.**

If damages are noted as a result of the event, the renter will be given 24 hours to make the necessary repairs or the deposit will not be returned. If it becomes necessary for HOA personnel to make repairs due to another rental on the following day, no refund will be made. **PARTIAL REFUNDS WILL NOT BE MADE, NO EXCEPTIONS.** The HOA Administrator will be notified of any damages and this will be recorded in the Clubhouse rental records.

**Initial:** \_\_\_\_\_