

BAY TREE LAKES CLUBHOUSE RENTAL POLICY

Rental of the room and porch at the east end of the Bay Tree Lakes Clubhouse is limited to only property owners for their personal use. A property owner may not rent the clubhouse for a function for a relative or a friend. The following rules shall be observed:

1. POA members in good standing may rent the clubhouse and shall be present for the entirety of the event for which he/she has rented. Rental shall be limited to events of property owners and their immediate household members. POA members in good standing are members whose dues are paid up to date and have observed the covenants of Bay Tree Lakes as they apply.
2. The rental fee is \$200.00 per day and is to be paid in advance. If the member wishes to "set up or take down" on a separate day, the fee must be paid for those days also. This money is non-refundable unless the event is cancelled at least ten days prior to the scheduled event.
3. A deposit of \$200.00 is also required. This will be refunded when the keys have been returned and if no damage has occurred and the building is clean and all trash has been removed from the premises, including outside cans and one at the end of the handicap ramp at the east end of the clubhouse. A POA board member will make an inspection of the clubhouse area within 12 hours after the event.
4. Any POA board member may, if needed, terminate the event at any time the clubhouse is being abused and the rules are not being observed.
5. Rental of the clubhouse DOES NOT entitle the party use of the recreation room at the west end. The recreation room will remain available to other property owners even if the room at the east end has been rented.
6. Rental of the clubhouse DOES NOT entitle the party to sole use of the beach, cabana or pier. The party is welcome to use those areas, however.
7. Parties shall end by 12:00 midnight and all guests shall have until 1:00 A.M. to vacate the building. All persons not residing at Bay Tree Lakes shall depart the grounds at this time unless they are overnight guests of a resident.
8. The POA member renting the clubhouse is responsible for providing a gate attendant with a complete guest list to allow guests onto the Bay Tree Lakes property for the scheduled event. The attendant is to allow only persons on the list entry. Bay Tree Lakes normally employs a security guard Saturdays and Sundays (9:00 A.M. – 4:00 P. M) from Memorial Day through Labor Day. Lists may be given to this guard during this time.
9. The clubhouse may be rented, Monday through Thursday, for the purpose of having a commercial party or for the functions of fraternal organizations, charities, clubs, churches, or businesses if the property owner is a member of same, is in good standing with the POA, and will be present during the entire function. Request for such rentals must be approved by the Board of Directors.
10. Renovations have or will be done to the inside of the clubhouse. Please do not use thumbtacks on the walls or anything else that may harm the work that has been done.

11. I agree to abide by the following occupancy limitations:

<u>Configuration</u>	<u>Maximum Capacity</u>
Standing Only	384
Chairs (meetings, etc.)	294
Tables, Chairs	128

Clubhouse rental applications may be made to:
The At Large Member of the POA Board of Directors

Revised 9/13/12

Rental Agreement

CLUBHOUSE RENTAL APPLICATION

NAME OF PROPERTY OWNER _____

ADDRESS _____

Date Requested _____

I agree to:

- 1.** Comply with the rules and regulations of the clubhouse and Bay Tree Lakes Property Owners Bylaws.
- 2.** Conduct an inspection of the property prior to the use and report to a board member any discrepancies observed.
- 3.** At the conclusion of use, turn off all lights and stove, reset the thermostats to 75°F, and leave only the ceiling fan closest to the kitchen in operation.
- 4.** Remove all waste generated by my group from the clubhouse and grounds. Including can at end of handicap ramp. (Failure will result in loss of deposits.)
- 5.** Put all tables used back on their trolleys and chairs back in the closet where they were stored.
- 6.** Conduct a final inspection for damages caused by your group and report discrepancies to a board member.
- 7.** Secure all doors and windows at the conclusion of the event.
- 8.** Maintain possession of the clubhouse key and not make nor allow anyone else to make duplicate copies of the key.
- 9.** At conclusion of event, return key to Member-At-Large.
- 10.** I agree to abide by the following occupancy limitations:

<u>Configuration</u>	<u>Maximum Capacity</u>
Standing Only	384
Chairs (meetings, etc.)	294
Tables, Chairs	128

Signing this application acknowledges that you have read and understood all the above Bay Tree Lakes Property Owners Association policies.

You also agree to be in attendance during the entire event.

Property Owner Signature and Date

Board Member Signature and Date