

Jan 2018

**Bayshore Village Homeowners Association
Clubhouse Use Sign-up Owners Only**

Today's Date _____

Attached is a check made payable to the Bayshore Village HOA (BSVHOA) in the amount of \$50.00 as a deposit to use the Clubhouse on (Day/Date) _____ during the hours of _____. Type of event will be: _____

Please note: Reservation is for the Clubhouse only. The pool area remains open to all homeowners.

CLUBHOUSE HOURS ARE BETWEEN 8AM AND 10PM

Use of the Clubhouse carries with it the responsibility to clean up immediately following use, including the bath and kitchen areas, **including floors**, replace tables and chairs to their original location, remove all food, garbage and trash from all areas. The HOA does not have garbage and trash service, so disposal of the above items are the Member's responsibility. Please remember: No glass containers are allowed in the pool or spa area. No overnight use of the Clubhouse is allowed.

THE GATE TO THE POOL AREA SHALL NOT BE PROPPED OPEN AT ANY TIME. IF GUESTS ARE TO ENTER OR LEAVE BY THOSE GATES, IT SHALL BE WITH THE HELP OF SOMEONE WITH THE POOL KEY AT THE GATE. Entrance to the Clubhouse can be made through the kitchen door. Disregard of this rule shall be considered a violation, and subject to Board action.

At the end of each day of use, the Clubhouse doors and windows will be closed and locked and all lights turned off. Also, be sure that the heater is turned off.

At the conclusion of use, the Clubhouse will be cleaned and returned to the condition it was prior to being used. This cleaning will be completed before 10A.M. the day following the final day's use. The Clubhouse Coordinator will determine the condition of the Clubhouse. **If the determination is unsatisfactory, the deposit will be retained by the Association to offset the cost of cleaning.** If the determination is satisfactory, the deposit will be returned to the Member. Any damage to equipment, furnishings or fixtures in the clubhouse during your event will be your responsibility to repair or replace.

New procedure as of January 2018: Please give this completed form, along with the deposit, to Clubhouse Coordinator, Anna Aven. You may get a key to the storage room prior to your event and will return the key immediately following your event.

I have read the above, understand my responsibilities, and agree to abide by this understanding.

Name _____
Address _____

Signature _____
Date _____
Telephone _____

Deposit Returned _____ Date _____