



## Clubhouse/Recreational Facility Usage Contract

The Marsh Landing Clubhouse and Recreational Facilities (including the common room, kitchen, pool, tennis court, picnic pavilion) are available on a special use basis to Marsh Landing homeowners in good standing. **During any scheduled event, the clubhouse and all recreational facilities are still open for use by all Marsh Landing residents.** These areas may be reserved for personal residential use for parties (such as birthdays, baby showers, anniversaries, etc). The clubhouse may NOT be used for the purpose of selling products, promoting political agendas, or for personal financial gain. **Note that the Marsh Landing Master Association Board of Directors reserves the right to refuse the special use of any portion of the recreational facilities if it is deemed to be in violation of these guidelines or will cause undue stress on the community due to noise or parking issues.**

The following applies for the use of the clubhouse and its facilities:

- **Event with 50 guests MAXIMUM: \$200 Check which includes the non-refundable use fee, and non-refundable Disinfecting Treatment Fee, \$300 Check for the refundable security deposit. Fees include a \$100.00 disinfecting fee and \$100.00 rental fee. \*see page two.**
- **Maximum capacity for the clubhouse events is 50 people.**
- **Scheduled event may not exceed 5 hours, including setup and cleanup.**
- **Fee must be submitted, and the date of the event reserved at least 2 weeks prior to event.**

_____	_____	_____	_____	_____
Date of the event	TYPE of event	Location (clubhouse, picnic pavilion etc.)	TIME scheduled	# of guests
_____	_____		_____	
Homeowner's name	Address		Phone/Cell	

### Pre-Event Checklist

**Please initial the following areas.**

- \_\_\_\_\_ All residents and guests must **vacate** the clubhouse **prior to 10:00PM** or **forfeit their security deposit.**
- \_\_\_\_\_ For evening events, all **cleaning** must be done **prior to 10:00PM. Disinfecting by MLCA Contractor.**
- \_\_\_\_\_ **Smoking** is prohibited inside the clubhouse facility.
- \_\_\_\_\_ **Alcohol** shall not be sold, may be served only inside the clubhouse or picnic pavilion. No bars or kegs may be set up in the pool area or the screened in patio adjacent to the pool deck.
- \_\_\_\_\_ **Glass containers** of any kind are prohibited in the pool or spa area.
- \_\_\_\_\_ **Eating and drinking** is not permitted in the spa or pool, or on the pool or spa wet deck area (four feet from water's edge) by state statute. Outside eating and drinking should be limited to the picnic pavilion, umbrella tables or inside the screened in patio.
- \_\_\_\_\_ **Open flames** (candles, sterno) are not permitted in the clubhouse by county fire regulations. Only electric warmers and appliances may be used to prepare food and keep it warm.
- \_\_\_\_\_ **Tables and chairs** from inside the clubhouse are not permitted outside except in the screened in patio area.
- \_\_\_\_\_ **Music** – Music, live music, or music with DJ's should not be loud enough to disturb neighboring residents.
- \_\_\_\_\_ **Guests** are prohibited from **parking** in any garden or grassy areas. Additional parking should be done along Marsh Landing Boulevard south of the corner of Forest Ridge Drive.
- \_\_\_\_\_ **Decorating** the clubhouse is allowed. However, none of the silk plants, decorator items or pictures may be moved. Items may not be taped to the walls, windows, or ceiling. None of the plants or decorator items should have things added to them, taped, or hung on them. Tables and chairs may be re-arranged for the event, but may not be set up to block any doors or exits.
- \_\_\_\_\_ **Sponsoring homeowner** is responsible for the conduct and safety of children and/or guests at all times and will be liable to the Association for any defacing, marring, or otherwise causing damage to the clubhouse and/or other recreational areas.

By signing below, I have read and agreed to all the conditions stated above, and that I met with the Clubhouse Attendant prior to my event to review both the Pre and Post Event Checklist.

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date



## Post-Event Checklist

**Please initial the following areas.**

- \_\_\_\_\_ **Tile & Vinyl Floors** are to be damp-mopped, and should not be left wet.
- \_\_\_\_\_ **Kitchen counters** should be wiped down; sinks should be cleaned and rinsed. No dishes or utensils are to be left in the dishwasher, or in the drainage rack, but should be put away.
- \_\_\_\_\_ **All left over food** should be taken home and not left in the refrigerator.
- \_\_\_\_\_ **All garbage cans** should be emptied and re-lined. Garbage should be placed in the bins outside of the kitchen door.
- \_\_\_\_\_ **Kitchen door** should be locked after cleaning. Be sure the exterior kitchen door is closed.
- \_\_\_\_\_ **Tables and chairs** should be cleaned and placed in the position as indicated by the Clubhouse Seating and Table Set-Up map as posted.
- \_\_\_\_\_ If the **screened-in patio** was used, the floor should be swept. No interior furniture should be left on the screened-in patio.

**PLEASE NOTE that if you fail to vacate the premises prior to 10:00PM, or do not complete the post event checklist, or incur any violations of the Usage Contract your deposit may be retained and future use of the clubhouse and recreational facilities may be denied.**

By signing below, I have reviewed the facilities used for my event with the Clubhouse Attendant and have read and understand all the conditions of use as outlined in the Usage Contract.

_____	_____
Homeowner Signature	Date
_____	_____
Clubhouse Supervisor	Date

Based on the review of the facility, I would recommend:

\_\_\_\_\_ The security deposit be returned in full.

\_\_\_\_\_ The security deposit will not be returned in full due to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_