

# Pelican Reef Homeowners Association

## Clubhouse Use and Reservation

Committee: Sue Smith 270-2281 118 E. High Bluff Dr.  
Joyce Abernathy 270-1009 109.W Cormorant Ct.  
Lin Buckindail 270-4009 1459 Royal Tern Dr.

### Clubhouse Reservation Process

#### Effective - Revised 3/14/07

The Pelican Reef (PR) Clubhouse may be used for private social events sponsored by an owner only if reserved. Daily drop in use by property owners over the age of 18 will be permitted without a reservation, unless the building has been reserved for a private event. Any PR property owner who is current with their association dues may reserve the Clubhouse following the reservation process:

1. Property owners should call the Committee person in charge of reservations to secure a date on the Clubhouse calendar and to request a reservation form and waiver agreement. The reservation/waiver form is to be returned to the reservation Committee person within 48 hours of receipt.
2. A refundable deposit for use of the Clubhouse of \$160.00 (two checks, one for \$100.00 damage fee and one for \$60.00 cleaning fee-provided by a cleaning service) plus a non-refundable use fee (see attached schedule) will be required for private parties. This use fee will help defray cost of materials for the Clubhouse. The deposit and use fee will be due at the time of the walk-through inspection prior to the event. **There will be no deposit or fee for PR community events, meeting or drop in use;** however, if any damage occurs during any event (community, individual, or social), the property owner who reserved or used the Clubhouse will be responsible for the full cost of replacement items and clean-up.
3. Pelican Reef Community events and drop in meetings need to be cleared on the Clubhouse calendar.
4. Property owner must return (if applicable) the key or entry card to the Clubhouse Committee within 24 hours of an event.
5. The Clubhouse Committee will provide a contact to conduct a walk-through inspection prior to the event with the property owner. Following the event, the clubhouse will be inspected to determine if the deposits will be returned to the property owner. If there is damage or the clubhouse is not cleaned sufficiently, cleaning or repair fees will be deducted from the deposit. In the event that the damage is in excess of the deposit the Property owner must pay the difference within 7 days of notification of the cost of cleaning or repair.
6. Property owner must comply with all guidelines established by the PR Clubhouse Committee. (See attachment)

# Pelican Reef Homeowners Association

## Clubhouse Guidelines

1. Rental dates take precedence over drop-in dates.
2. The Pelican Reef (PR) Clubhouse is for the use of PR Property owners only. The Clubhouse will not be available for rent by any outside organization.
3. A PR Property owner must be present at all times during a scheduled event and must assume responsibility for any damages caused by his/her guests.
4. Only a PR Property owner may retain possession of the clubhouse key or entry card.
5. The Clubhouse may be reserved for adult parties or parties for children 18 or under with adequate adult supervision. **No alcoholic beverages may be served to minors on PR Property.**
6. The Clubhouse is a **smoke and drug free environment.**
7. The PR Property owner is responsible for leaving the Clubhouse in the condition in which it was found-Clean, with all furniture in its original location and all trash removed. **Doors and windows shall be locked and all lights turned off.** The Clubhouse Committee will provide a checklist with the specific requirements.
8. Tacks and tape may not be used to secure decorations to wall/furniture.
9. Metallic/plastic confetti may not be used.
10. Any **damages shall be reported immediately** to the Clubhouse Committee.
11. The Clubhouse will be available for use based on the number and length of events each day.
12. The Clubhouse curfew will be **12:00 MIDNIGHT**. Disturbance and annoyance of the neighborhood is prohibited. In particular, loud music or noise outside the Clubhouse is prohibited after **11:00 PM**. The Clubhouse is **closed 12 MIDNIGHT – 8 AM**.
13. In the event the Clubhouse is used for an activity other than the stated purpose, and if that activity is not in accordance with Clubhouse policy, the Property owner may be subject to loss of privileges and/or a \$50.00 fine.
14. The Clubhouse may be reserved in conjunction with pool parties; however, no swimsuits will be allowed in the Clubhouse.
15. Proper attire (shirts, shoes etc.) shall be worn at all times.
16. Pets will not be allowed in the Clubhouse.
17. Clubhouse **capacity is 85 people.**
18. The Clubhouse Committee reserves the right to review each request on a case by case basis, either to make exceptions or to existing guidelines, or to refuse an event which is not deemed appropriate for the community.
19. Parking will only be allowed in designated areas. These are the parking lot and Clubhouse overflow lot. Only if necessary, will street parking be allowed on **one side of the street** of East High Bluff Drive and/or Royal Tern Drive (parking lot side). See designated markings on the street.
20. Exercise sessions will not be held in the Clubhouse.

# **Pelican Reef Homeowners Association**

## **Pelican Reef Clubhouse Non-refundable Rental Fee Schedule**

### **Private Social Events:**

**Event reservation up to 4 hours ----- \$50.00**

**Event reservation greater than 4 hours ----- \$25.00 for every two  
hours past the initial four hour rental.**

### **Please note:**

Deposit of \$160 (damage and cleaning) is due at least two weeks  
before the scheduled event.

Rental fee is due two weeks before the scheduled event.

A fee of \$25.00 will be charged if the event is  
cancelled within 48 hours of its scheduled date.

Checks should be made payable to Pelican Reef Homeowners  
Association (PRHOA).

# Pelican Reef Homeowners Association

## Pelican Reef Clubhouse Waiver Agreement & Reservation Request

The undersigned agrees to hold harmless Pelican Reef Homeowners Association for any acts of the undersigned or any guest thereof while using the Clubhouse at Pelican Reef. There is a \$160 deposit required to use the Clubhouse (\$100 damage and \$60 cleaning), plus a non-refundable rental fee. The Clubhouse deposit is due at least two weeks before the scheduled event and the rental fee is due two weeks before the scheduled event. Checks should be made payable to Pelican Reef Homeowners Association. The Clubhouse key and/or entry card must be returned within 24 hours of the event. The deposit will be returned after an inspection determines the Clubhouse has been cleaned properly, all trash removed and no damage(s) incurred.

**Date of Reservation:** \_\_\_\_\_

**Hours of Use:** \_\_\_\_\_ AM / PM to \_\_\_\_\_ AM / PM

**Purpose of Event:**

**Expected Number of Guests:** \_\_\_\_\_

**Cleaning Service: Yes? No?**

**Rental Fee:**  
**1 – 4 Hours: \$50.00,**  
**\$25.00 per every two**  
**additional hours**

**Name: (Please Print)**

**Address or Lot Number:**

**Phone Number:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Notice: To reserve the PR Clubhouse, you must be a PR Property owner, and all Association fees must be current.**

Please place this form in the paper box of Sue Smith for your reservation. You will be called within 24 hours to confirm your reservation, or to schedule for a different day if there is a conflict. If necessary due to a limited timeframe, you may call Sue at 270-2281.

## Pelican Reef Homeowners Association Clubhouse Usage Check List

1. Did Property owner use tape or tacks to secure decorations? Yes - No
2. Floors cleaned? Yes - No
  - A. Carpets vacuumed
  - B. Entry way clean
3. Bathrooms cleaned? Yes - No
  - A. Floor
  - B. Toilets
4. Kitchen area cleaned and appliances? Yes - No
  - A. Floor washed (if food served)
  - B. All kitchen items clean and in place
  - C. Oven spills wiped up
5. Furniture in original location? Yes - No
  - A. Great room
  - B. All other rooms
6. Trash removed? Yes - No
  - A. Kitchen
  - B. Bathrooms
  - C. Outside grounds and deck
7. Tables and counter cleaned? Yes - No
  - A. Great room
  - B. Kitchen
8. Decks cleaned? Yes - No
  - A. Furniture in place
  - B. Butt cans emptied
9. Lights off? Yes - No
  - A. Inside - including bathrooms
  - B. Outside
10. Windows, doors closed and locked? Yes - No
11. All upholstery and rugs free of food stains and debris? Yes - No
12. Key or entry card returned? Yes - No
13. Furniture damage? Yes - No
14. Appliances and TV in working order? Yes - No
15. Any Clubhouse items removed or broken? Yes - No
16. Landscaping damage? Yes - No

Name of responsible party:

Event date:

Inspected by:

Date:

Time:

Comments