

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 4/18/07

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)