

Heathlake Community Association, Inc.  
Heathwood, Lakeview Forest, Woods of Lakeside  
CLUBHOUSE FACILITY - 12010 Carriage Hill Drive

## RENTAL POLICY

### I. RENTAL AVAILABILITY

Heathlake homeowners and renters may request the Clubhouse for their exclusive use if they are fully compliant with all of the Association's Covenants. Rental reservations will be on a first-come, first-served basis. The clubhouse is not reserved until the application and the rental check are submitted.

### II. RENTAL FEE AND DEPOSIT

Rental fee is to be paid by check by resident and made out to Heathlake Community Association.

\$ 10 per hour personal functions

\$ 15 per hour non-profit groups or organizations, social clubs

\$ 25 per hour all business-related functions

**FOUR HOUR MINIMUM** - If time exceeds the number of hours (or any portion of) you paid for, the additional hourly charge must be paid by personal check before your deposit is refunded. There are no refunds for unused time, as the clubhouse is reserved for the time stated on your application.

A CASH deposit of \$100.00 for personal, non-profit groups, organizations, social clubs and a \$200 CASH deposit for business related functions will be due on the day of the function in order to receive the clubhouse keys, and will be refunded once the keys are returned in a timely manner and the facility has been inspected for possible damage, loss of equipment, or cleaning costs. Violation of any restriction, clean-up requirement or non-compliance with this policy will incur a fine which will be deducted from the deposit up to and including the full amount of deposit. Resident will also be liable for any damages or costs incurred beyond the deposit amount.

### III. TIME OF USE

Rental fee is hourly, with a four-hour minimum, between the hours of 8 am and 12 midnight seven days a week. Renter will be charged the hourly rate per additional hour(s) and/or any part of an hour beyond the original rental period.

The clubhouse must be vacated, clean and the keys returned by no later than midnight. If you book an event with a 12am end time, please plan on asking your guests to leave no later than 11:30 pm so you have time to clean up (per checklist attached) and put tables and chairs away.

**The keys will be available on the day of and at the starting time of your event, upon payment of the cash deposit, and they must be returned the same day, at the end of your event.** Failure to return the keys when they are due will incur an additional 8 hour fee.

### IV. GENERAL INFORMATION

1. If A/C or heating is used, BOTH units must be turned on (by kitchen entrance and next to storage closet). FAN settings. always on "AUTO." BOTH units must be turned "OFF" before leaving clubhouse.
2. NO TAPE, TACKS, NAILS Plastic hooks available to hang decorations. DO NOT hang items from the ceiling fans or vents. Do not pull plastic hooks off the wall, as this will damage the paint and you will be charged accordingly.
3. If electrical surge causes outage, check **breaker box** in bathroom closet
4. Supplies in bathroom closet are NOT for private party use
5. Please use trash bags in the Heathlake provided trash containers inside and outside the clubhouse
6. **Fire extinguisher** is located under kitchen sink
7. Information and phone numbers are posted above the microwave
8. Deck, outside lights and the light inside the clubhouse by the front doors are on a **timer** and come ON automatically
9. The clubhouse provides a vacuum cleaner, broom, dustpan, bucket and mop. Items you will need to bring: toilet paper, soap, paper towels, garbage bags and cleaning supplies.

### CLUBHOUSE plus POOL PARTY

10. Pool parties are allowed, however, the pool cannot be restricted from use by Heathlake residents.
11. Pool parties attended by children under 18 years of age must have a certified lifeguard
12. All Pool Parties must submit a "Notification Form" in addition to the Clubhouse Agreement. The form is available on the Heathlake website.

## V. RESPONSIBLE PARTY

1. Renters must be physically present at the Clubhouse at all times during the term of the rental period.
2. **Minors (under 18 years old) must be chaperoned by the renter at all times.**

## VI. RESTRICTIONS:

THE FOLLOWING ARE NOT ALLOWED IN CLUBHOUSE OR ON DECK, DECK STAIRS, UNDER DECK

### 1) SMOKING

- 2) Nails, tacks, tape, glue, glitter, finger paints, gum, or any permanent markings.
- 3) Flammables, i.e. candles, sterno warmers, hot plates, grills.
- 4) Confetti.
- 5) Wet bathing suits.
- 6) Audible noise outside the Clubhouse after 11:00 p.m.
- 7) Covered up windows or doors (interior lights must be on at all times during events).
- 8) Pony rides or traveling petting zoos anywhere on the community premises which includes the parking lot.
- 9) Crawfish boils anywhere on the premises or parking lot.
- 10) Activity on the grounds after 8 pm. Exception: Pool parties are allowed until 10:00 pm, however the pool use cannot be restricted to exclude Heathlake residents.
- 11) Glass beer/soda bottles. Glass wine bottles are acceptable, however, glass containers/drinkware are not allowed on the grounds, tennis courts or pool area. Please be sure your guests are aware of this.

### CLEAN-UP CHECK LIST

- BOTH A/C-heating thermostats turned to OFF (please make sure that Fan setting is left on "Auto")
- Deck ceiling fans turned off, any tables and chairs used on the deck returned to the inside of the clubhouse
- Refrigerator and freezer clean and empty
- Microwave oven clean and unplugged
- Countertops and sink wiped clean
- Floor swept/vacuumed/damp-mopped, door mat vacuumed
- Windows and glass doors wiped clean of smudges, especially after children's parties
- Sofa and love seats vacuumed
- Coffee tables and end tables cleaned
- Banquet tables wiped clean and stacked neatly back in closet (7 six-foot tables)
- Folding chairs stacked neatly back in closet (41)
- Large plastic chairs inside clubhouse (12)
- Round, glass-topped tables inside clubhouse (3) PLEASE MOVE CAREFULLY AS GLASS MAY SHIFT
- All trash bags sealed and placed inside trash can at bottom of deck stairs, with trash can lid secure. Any trash bags which do not fit inside this trash receptacle must be removed. Please do not leave any trash containers/bags on the deck or front porch.
- All debris related to your event removed from clubhouse deck and front steps, grounds (including playground, pool and tennis courts), as well as the parking lot.
- All double doors (deck, storage closet, front doors) secured on both sides and locked