

**Shoreline Oaks Clubhouse Rental Agreement for Owners/Residents**

OCCUPANCY LIMIT – 35 / Rental Day – Communication with Board Member: Sign in to your Buildium Account in your smart phone. "Allow" Messaging Communication. A Message will be sent to you after you turn in your signed Rental Agreement and Deposit to verify connectivity. Standard texting is easy with the Buildium assigned number, or email.

- **LEGAL:** The Clubhouse Renter assumes responsibility for ensuring all activities are within the limits of all laws. Shoreline Oaks Master Association, Inc. or any representatives assume no responsibility or liability for renter or renter's guests. All HOA policies and all posted pool rules remain in effect for the event and attendees. Use the pool at your own risk. **There is no life guard on duty.**
- **The Pool CANNOT be rented independently from the Clubhouse. You may only bring a maximum of three (3) guests to the pool, unless you rent the clubhouse. This maintains a commitment to each owner of "only one party at a time".**
- **CAUTION:** More than three (3) guests will garner an all-day (6-12 hour) clubhouse rental fee on your account, regardless of time.
- **Pool and Pool Yard MUST be vacated BEFORE DARK. There is no bright deck lighting or lifeguard---No Swimming After Dark.**
- **The blocks of time noted include set-up, actual party time and clean-up so please schedule your 'times' accordingly.**
- **All events must have ended, clubhouse cleaned, vacated and locked by 11:59:00 pm.**
- **Deposit is \$50.00 (NO CASH):** This currently posted Rental Agreement must be signed and turned in and the Deposit must be paid in advance to reserve the desired time slot (add your name to the calendar) and confirm reservation of clubhouse.
- **The deposit MUST be paid by either PERSONAL CHECK or MONEY ORDER, ***NO BUILDIUM PAYMENTS/EFTs FOR DEPOSIT*****
- **The date on the payment method must be less than 60 days from the day of the rental, allowing time for Accounting and paperwork.**
- **The deposit will NOT be deposited into the Shoreline Oaks Owner's Association account unless fees/damage repair costs are incurred or the Owner's Assessment Account is not up-to-date* on payments/balance. If the clubhouse and pool yard are left clean and no damages have occurred after the rental, which entitles renter to a refund of the deposit, but the Owner's Assessment account is not Paid-in-Full or Up-To-Date*, the deposit will be deposited into the Owner's Assessment account as payment on account. If Owner's Assessment Account is Paid-in-full or up-to-date* the:**
 - Deposit will be returned after final inspection complete and the key is returned. See Clean-Up Check List for requirements.
 - The cost of any additional cleanup or required repairs will be deducted from the \$50 deposit.
 - The \$50 deposit is forfeit if anything is caught along the ceiling, in the ceiling fan, or if the ceiling fan is inoperable from damage or entanglement. The actual cost of supplies, replacement items, cleaning service, or repairman will be added to the Homeowner's account. Damage or extra cleaning is not limited to the amount of the deposit.
- **Clubhouse Specifics and Policies:**
 - There are 5--6 ft. tables, 20--metal folding chairs, 10--white chairs, and 2--odd chairs as part of the rental.
 - Clubhouse will be cleaned and ready prior to the agreed start time. **YOU ARE REQUIRED TO CLEAN UP AFTERWARDS.**
 - Cleaning and Sanitation of the clubhouse inside and property outside is the responsibility of the renter, even if other homeowners that are not part of your rental are present in the pool yard. Homeowners are responsible for their guests and any trash or damage.
 - Clubhouse rental includes use of the pool, if the pool is open for the season. However, it does not give event exclusivity of the pool. Community residents are permitted to use pool area and outside restroom, even during your rental.
 - Decorations can only be attached to the "Tack Strip" or hooks in the Tack Strip located along the walls above the windows. It is a 3/8"x1-1/2" wood strip.
 - Do not nail, tack, tape or attach anything to the curtain/rods, walls or doors.
 - Helium balloons/floating decorations are not allowed due to ceiling fans.
 - No pets allowed in the clubhouse, patio, pool or pool area at any time.
 - **Alcohol/smoking/vaping is prohibited** inside the clubhouse and pool yard!
 - **NO GLASS** bottles or containers of any type in pool yard fenced area.
 - Music and noise must be kept to a reasonable level both inside and outside.
 - **Remove rental event trash from property. Do not put in the clubhouse bins.**
 - **SAMPLE:** ♦ ♦ ♦ **CAUTION** ♦ ♦ ♦ message may be attached to the key

♦ ♦ ♦ **CAUTION** ♦ ♦ ♦
 YOUR BOOKING _____ to _____
 OTHER BOOKING _____ to _____

If you or your guests are still in clubhouse, pool, or yard 15 minutes before the other rental begins, a \$150.00 fee will be added to your booking.

YOUR 15 MINUTE VACATE DEADLINE IS: _____
TIME CORRECTION CHARGES STILL APPLY.

*Up-to-Date Assessment Account means: Having a Zero Balance/Paid-in-Full, or on a Signed Alternative Payment Plan Agreement and paying as agreed, or on equal-monthly-automatic-payments setup to have a balance which will be paid in full before December 16 of the current year. To view the chart, please look in Buildium—HOA Documents—"Assessment Account Monthly Balance Chart", which is available to the public, owner sign-in not required.

*****Any special considerations (bounce house, etc.) must be approved by a board member at least two weeks in advance.**

Additional paperwork is required, by you, with your homeowner's insurance. A Copy MUST be on file with HOA—BEFORE event.

CLUBHOUSE RENTAL FEE:**

EFT, Personal Check, or Money Order

DEPOSIT FEE: (No EFT—Not For Deposit) Personal Check (Pay to: Shoreline Oaks HOA) ,

Money Order (Pay to: leave it blank; we will return it if Clubhouse Clean; you can spend it elsewhere)

No Cash	\$40.00 / up to 3 hours	\$75.00 / 3 - 6 hours	\$125.00 / 6 - 12 hours	\$150.00 / more than 12 hours	Deposit \$50.00
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**** If clubhouse, pool or pool yard is occupied by you or your guests more than 15 minutes before or after the Booked time, the Rental Fee will be changed accordingly. The corrected charge will be applied to Owner's Account. There is no penalty for exceeding your time, simply a correction of charges applied to your account. However, if there is overflow into another rental event, a \$150.00 fee applies. See Below.**

Rental Date:	Time**:	Total Hours:	Rental Fee**:	Deposit:	Assessment Balance*:	Assessment Should Be*:
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If the ♦ ♦ ♦ **CAUTION** ♦ ♦ ♦ message is attached to the key and in the electronic message with the key-box code, it is notice of another rental on the same day as your rental. It has the other rental times listed. There will be at least one hour between bookings. You must vacate the premises within 15 minutes after your booking time ends. If you or your guests are still in clubhouse, pool, or yard 15 minutes before the other rental begins, a \$150.00 fee will be added to your booking.

BY ENTERING FOR YOUR RENTAL, YOU ACCEPT THESE TERMS.

Deposit Payment	☐ Blank Money Order	Amount:	Number:
Rental Payment	☐ Personal Check	Amount:	Number:

If key is returned, facility cleaned inside / out, no damage and you are not behind on your assessment dues account, how do you want the deposit returned to you?

- ☐ Assessment Dues not up to date*, Deposit will not be returned, apply it to account
- ☐ Shred my check then notify via email that it's been shredded
- ☐ I'll go to the Pacesetter Property Mgmt Office and pick up my deposit
- ☐ Use same key box and code, I'll get it within 3 days after email notification
- ☐ I'll attach a self-addressed stamped envelope to mail it back to me, notify via email