



Forest Lakes POA Clubhouse Rental Contract

Send completed form to: kbennett@gcmmgt.com

This agreement is between Forest Lakes Property Owners Association (FL POA) and the undersigned Forest Lakes POA or The Retreat at Forest Lakes Homeowners (Homeowner). Rental is Available year-round, Published Community Club Activities (cards, Mahjong, Bingo, BOD meetings do not require a rental agreement/deposit but must be accepted and published and deconflicted on the community monthly calendar).

Date requested for reservation: _____ Approximate time of event: _____

Purpose of use is: _____

Approximate number of attendees/guests/service staff: _____ (Maximum: 50)

FL Clubhouse must be reserved if you plan to have more than 10 people in the Amenity/Clubhouse area, and fees must be paid to GCM prior to use. Each Household is limited to 4 clubhouse rentals per year. Failure to reserve the clubhouse will result in a \$600.00 non-refundable rental fee being assessed to the homeowner's account.

Non-Refundable Rental Fee \$200.00 Refundable Damage Deposit \$400.00

To reserve the clubhouse contact Kristen Bennett with Georgia Community Management at 770.554.1236 or kbennett@gcmmgt.com. Please note that reservations are only Approved on a first come first serve basis along with the receipt of the reservation form and payments. Deposit checks will be shredded or mailed back to you only at your request after the event and following the inspection, a recommendation will be made to the Management Company for the return or withholding of the deposit. Payments **must** be made by check. **Two** separate checks are required. One for the rental fee and one for the damage deposit.

Payable to Forest Lakes POA
Mailed to: Georgia Community Management
Attn: Kristen Bennett
PO Box 2750
Loganville, GA 30052

If the Homeowner cancels the reservation 7 days (or earlier) prior to the event, all money paid will be returned. If the Homeowner cancels the event 6 days or less, the \$400 deposit will be returned, and the \$200 rental fee may be forfeited at the discretion of the FL POA. All reservations are subject to the approval of the FL POA Board of Directors. FL POA reserves the right to respectfully decline reservations to any person, for any reason. FL POA reserves its right to cancel a reservation at any time. Such cancellations might occur, for example, if the Clubhouse suffers damage, system failure that cannot be repaired in time for the scheduled use, or if the FL POA has a compelling need to use the Clubhouse. In the event of such FL POA directed cancellation, all money paid will be returned to the Homeowner; however no additional compensation will be given. A refund check for your deposit will be mailed to you after your scheduled event, only if all terms of this agreement have been made. Homeowners with past due accounts are ineligible to reserve and/or rent the Clubhouse.

Homeowners have exclusive use of **only the Clubhouse Main Room and Kitchen Area**, for the time of scheduled use. Non-exclusive use of the parking lot, swimming pool (during pool season), fitness center, tennis court, restrooms, and hall outside of the great room is not included. All items, table, decorations etc., are restricted to inside the great room. If you are found to interfere with the enjoyment of the use of the non-exclusive areas used by the other members, your right to rent the clubhouse will be revoked and your deposit will be retained.

Date: _____ Are you a Resident of The Retreat? Yes, _____, No _____

Address: _____

Home phone: _____

Work phone: _____

E-mail address: _____

Agreement & fee received by: _____

SCHEDULE OF FEES

Failure to follow the rules below will require penalties to be added as additional POA dues as follows:

Rules 1, 5, 6, 8, 9, 12, 16, 17. Minimum charge of \$200- maximum to be assessed at the discretion of FL POA.

Rules 2, 4, 7, 10, 13. Minimum charge of \$100- maximum to be assessed at the discretion of FL POA

Rules 3, 14. \$500- may also result in the failure to use the clubhouse for future rentals.

Rule 11- Additional day rental charged for any days above and beyond reservation day, deposit will be forfeited.

Printed Name: _____ Signature: _____



Forest Lakes POA Clubhouse Rental Contract

Send completed form to: kbennett@gcmmgt.com

RULES OF USAGE

Amenity areas may be under 24-hours surveillance. The Amenity area is for residents' casual use, and the following activities are not permitted: Any type of paid lessons/classes (example: swimming lessons, fitness classes). Events that require money payments or donations are prohibited. Children under the age of 18 shall not be in any amenity area without an adult present. Management reserves the right to restrict the use of the facility as needed.

If damages are noted to the clubhouse upon your initial entry, you must call the office or the emergency number (if after office hours) to report the damages. It is assumed that any damages not reported upon your initial entry occurred as the result of your rental, and you will be charged accordingly.

1. Decorations may be used; however, no items may be attached to the walls, woodwork, windows, tables or any surfaces. Use of tape, staples, a staple gun, push pins, tacks, command strips, nails, glitter, birdseed, rice, silly string, bubbles, water balloons, or confetti are strictly prohibited in the amenity and parking areas. If balloons are used all balloons, string etc.... must be removed.
2. The homeowner agrees to be present during the entire time of set up and actual usage and must be the last person to leave. The homeowner is responsible to ensure that all windows and doors are secure at event completion.
3. The homeowner agrees to limit the number of persons to no more than fifty (50).
4. The homeowner agrees to restrict parking by himself and his guests to designated areas only. No parking is allowed on the grass or landscaped areas. The loading zone in front of the clubhouse may be used to load and unload only; parking for the duration of the event is not permitted.
5. The homeowner agrees no smoking or vaping is allowed inside the Clubhouse. Illegal drugs, activities and/or gambling are not permitted. Violators will be prosecuted to the fullest extent of the law.
6. Homeowners agree to limit the volume of all music and all noise (including talking) generated during the use to a level that does not disturb other Homeowners. Music is limited to the clubhouse great room and is not permitted at the pool or any area outside the great room. Unreasonable, disruptive or offensive or profane language is prohibited.
7. Homeowner(s) and all guests should be dressed appropriately; Shirts and shoes must be worn at all times in the clubhouse; no swim attire is permitted in the gym or great room.
8. Candles, Water Balloons and Fireworks are not permitted in the amenity area.
9. Pets are not permitted in any of the amenity areas.
10. If guests of your event use the fitness center, tennis courts or pool you are required to ensure they follow all rules that pertain to those areas. (Children under 18 should not be in the fitness center unattended).
11. Clubhouse is available beginning at 7:00 a.m. the day of reservation and all clean up must be completed no later than 12:01 a.m. the morning following the reservation. All items brought into the clubhouse must be removed by 12:01a.m. following the event. (This includes all trash, decorations, tables etc....)
12. The homeowner agrees to follow the setup/cleanup procedures as well as return all furniture to its original position. If furniture is moved it must be properly moved, no dragging which can damage the floor and the furniture. All furniture must remain in the clubhouse and not placed or used outside. Please leave the clubhouse clean, remove all personal belongings and trash before leaving the clubhouse. Trash containers should not be used for household trash. Please police your area before leaving and place all trash. Bulky items such as pizza boxes should be taken with you.
13. Do not remove any items attached to the walls without prior approval.
14. Adult supervision is required for participants under 21 years of age.
15. Homeowners should not adjust thermostats. Turn all interior lights off after event completion.
16. No doors may be obstructed during the rental period. Doors should always remain closed; they cannot be tampered with, or locking systems disengaged. Take special care to leave exits free of obstacles. It is imperative that events do not interfere with the State, County or City of Pooler Fire Codes.

Name: _____ Signature: _____



Forest Lakes POA Clubhouse Rental Contract

Send completed form to: kbennett@gcmmgt.com

17. All surfaces, tables, chairs, sinks, countertop, cook top, refrigerator, floors etc.... must be left free of all food, grime, dirt, and debris. All floors must be left free of all food, grime, dirt, and debris. Homeowners must provide a vacuum cleaner, if one is not available. All trash cans must be emptied (including bathrooms) and put the bags in the large green trash cans located outside the clubhouse. Please remember that Homeowners will be using this area for casual use following your event.

18. Any event open to the public is prohibited. Any events where items or services are being sold or money is collected are prohibited. Charging fees to attend or participate in your event, including, but not limited to, a registration or admission fee are prohibited. I understand that misrepresentation of the purpose of use and/or the charging of fees constitutes fraud and I agree to pay the FLPOA liquidated damages of \$1000 in the event the actual purpose of use does not correspond to the purpose stated above or in the event participation fees are charged.

19. The homeowner agrees to assume 100% responsibility for conduct and personal belongings of himself, and his guests' penalties will be assessed at the complete discretion of management with the assistance of the schedule below. The goal of management is to protect your clubhouse and investment and damage caused by rental is extremely costly and time consuming.

20. Homeowner agrees to notify the Management Company of any problems encountered and any damage to the Clubhouse and/or grounds caused during his use within 24 hours. The homeowner agrees to pay for the costs to repair all damage immediately and will be added as additional dues to their account until they are paid.

I certify that I will not be allowed to serve any alcoholic beverages on the premises of the clubhouse to anyone under the age of twenty-one (21) during the above-referenced date. I understand that I will not be allowed to sell alcoholic beverages for any reason (cash bar) and alcoholic beverages should not be left unattended by an adult at any time. All alcoholic beverages must be removed from the premises immediately following the event. I further understand that I will be responsible for any liability, if any, incurred by my guests for violating this addendum on the above referenced date and that the Forest Lakes Property Owners Association assumes no responsibility.

I am a Forest Lakes Homeowner in good standing. I assume full responsibility for my actions and those of each of my guests, including all claims of theft, disturbance, or damages to any property or injuries to anyone caused by me or my guests. I agree to indemnify and hold harmless the FLPOA for all such claims whether the accident occurs on the common ground, on part of the recreational facilities, parking areas, or adjacent areas. By signing this contract, I agree that I have been notified of fees, fines, and charges that will be assessed under the conditions specified.

Misuse of the facility or the failure to comply with these regulations will be sufficient reasons for denying any further applications.

Any decisions made with regards to damage or forfeited deposits are at the sole discretion of FL POA management. I have read, understand, and agree to all terms of this agreement.

Name: _____ Signature: _____



Forest Lakes POA Clubhouse Rental Contract

Send completed form to: kbennett@gcmmgt.com

Forest Lakes Clubhouse Rental Contract Landlords Only

(This form is to be completed **ONLY** if your home is rented to a tenant and the Homeowner is renting the clubhouse on behalf of the tenant)

I am a Homeowner in FL POA, and I am renting the Clubhouse for use by my tenant who occupies my home. Although the Clubhouse is being used by my tenant, I understand that I am responsible for any damage, liability, cleaning, or repair resulting from this use. I understand that the tenant will be acting as the Homeowner with regards to rule 2.

Homeowner Name:

Address of Home in Forest Lakes:

Alternative address:

Phone number(s) where I may be reached:

Email address:

Landlords Name: _____ Signature: _____