

# Rules and Procedures

## BRICKHOPE PLANTATION AMENITY CENTER

- (1) The Brickhope Plantation Amenity Center is open for the use of Brickhope Plantation property owners and their accompanied guests. Areas available for common use include the large room, prep area, restrooms, fitness room and pool.
- (2) Community-wide events will be scheduled and held from time to time at the facility, and private events may be scheduled by property owners on a first come/first served space available basis. **The hosting property owner must be in attendance at any scheduled event.**
- (3) Events must be scheduled through Community Management Group – (843) 795-8484, all events will require the following:
  - (a) **Member Rental Fee: \$50.00 non-refundable fee. An additional fee of \$250.00 required as a refundable security deposit.** Rental fee includes prevailing light cleaning service and inspection. **If cleaning takes more than two hours, an additional \$30.00 will be charged.** Any damage noted will be deducted from the deposit. Furniture arrangement and the facility must be returned to its original position and furniture must remain inside of the meeting room. All garbage generated must be bagged and removed from the premises. All items must be removed from the cabinets, sink, counters and refrigerator and the refrigerator settings must be turned to the middle range upon vacating the premises. The facility will be inspected by the cleaning service by 12:00 noon the following business day after the event. **Damages in excess of \$250 will result in a special assessment against the homeowner's property or legal action may be taken against the homeowner for damages.** A key may be requested from Community Management Group for better access for such events. Event must be scheduled through Community Management Group.
- (4) Keys must be picked up at Community Management Group's office. Keys must be returned immediately after the event. Be sure to contact us at least one week before the event to arrange to pick up the key.
- (5) Lost keys and keys not returned will result in all costs of re-keying and key distribution being charged against the deposit.
- (6) Availability of the facility for private use will be controlled by Brickhope Plantation HOA and its community manager.
- (7) HOA sponsored social functions will have priority over private events.
- (8) **The property owner reserving the facility is responsible for the conduct of all guests associated with a private activity.**
- (9) Building must be locked and any functions must end by 10:00p.m.
- (10) Events organized chiefly for minors MUST be supervised by responsible adults at all times and in all areas.
- (11) Neither the community management company nor the HOA assumes any liability for personal injury to or for the loss of personal property of property owners or their guests using the facility. If alcohol is to be served the owner must provide proof of that coverage from their insurance company prior to the event. This must show the Association as additional insured for the event date.
- (12) The HOA and community manager reserve the right to refuse use of the facility by any group or organization whose size is likely to strain the facilities or constitute a hazard in the event of fire or other emergency.

- (13) **SMOKING IS NOT PERMITTED INSIDE BRICKHOPE PLANTATION AMENITY CENTER AT ANY TIME.** Smokers outside the building are requested to dispose of their cigarette butts properly.
- (14) By order of the Fire Marshall, no grilling, grease cooking or deep frying will be allowed in the Amenity Center or in or near any pinestraw or mulch areas.
- (15) Host agrees to respect the "quiet enjoyment" of the residents of the community.
- (16) No one under the age of 21 may reserve the facility.
- (17) Hosting property owners will take full responsibility for locking up and securing the building and storage areas before leaving.
- (18) No pets are permitted within the facility at any time.
- (19) No fireworks of any kind are permitted at or near the facility at any time.
- (20) Renters of units in Brickhope Plantation may book the facility. Property Owner must co-sign this application. Owner assumes full responsibility for the event including the conduct of their tenant and all guests, and any damage that may occur.
- (21) **\*\*AMENITY CENTER RENTAL DOES NOT INCLUDE EXCLUSIVE USE OF THE POOL\*\***

**\*\*Checks Payable to Community Management Group\*\*  
349 Folly Road, Suite 2B  
Charleston, SC 29412**

Name of responsible person(s): \_\_\_\_\_ Apx. # Guests: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ For the Hours of: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

For the Purpose of: \_\_\_\_\_  
(Type of Activity)

Signature of responsible Party(ies) \_\_\_\_\_  
\_\_\_\_\_