

Rules and Procedures

LAKE HUNTER COMMONS CLUBHOUSE

- (1) The Lake Hunter Commons Clubhouse is open for the use of Lake Hunter property owners and their accompanied guests. Areas available for common use include the large room, kitchen area, restrooms 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 – 795-8484, and will be classified as one of the following:
 - (a) Small Event – groups of 10 or less – **Member Deposit Fee: \$75.00.** In order to receive a **\$50.00** refund the cleaning checklist must be completed. Furniture arrangement and the facility must be left in the condition in which it was found. All garbage generated must be bagged and removed from the premises. The facility will be inspected to make sure the cleaning checklist has been completed. Any damage noted will be deducted from the deposit. Any damage in excess of the deposit will be billed to the hosting property owner. Refunds will be mailed.
 - (b) Medium Event – groups of 11 – 25 – **Member Deposit Fee: \$100.00.** In order to receive a **\$50.00** refund the cleaning checklist must be completed. Furniture arrangement and the facility must be left in the condition in which it was found. All garbage generated must be bagged and removed from the premises. The facility will be inspected to make sure the cleaning checklist has been completed. Any damage noted will be deducted from the deposit. Any damage in excess of the deposit will be billed to the hosting property owner. Refunds will be mailed.
 - (c) Medium Event – groups of 25 – 50 - **Member Deposit Fee: \$125.00.** In order to receive a **\$50.00** refund the cleaning checklist must be completed. Furniture arrangement and the facility must be left in the condition in which it was found. All garbage generated must be bagged and removed from the premises. The facility will be inspected to make sure the cleaning checklist has been completed. Any damage noted will be deducted from the deposit. Any damage in excess of the deposit will be billed to the hosting property owner. Refunds will be mailed.
 - (d) Large Event – groups of 26 – 75 – **Member Deposit Fee: \$200.00.** In order to receive a **\$75.00** refund the cleaning checklist must be completed. Furniture arrangement and the facility must be left in the condition in which it was found. All garbage generated must be bagged and removed from the premises. The facility will be inspected to make sure the cleaning checklist has been completed. Any damage noted will be deducted from the deposit. Any damage in excess of the deposit will be billed to the hosting property owner. Refunds will be mailed.
 - (e) 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.
- (4) Lost keys and keys not returned will result in all cost of re-keying and key distribution being charged against the deposit.
- (5) Availability of the facility for private use will be controlled by Lake Hunter Commons Community Association and its community manager.

- (6) Community Association sponsored social functions will have priority over private events.
- (7) **The property owner reserving the facility is responsible for the conduct of all guests associated with a private activity.**
- (8) Normal closing hours for clubhouse functions shall be 10:00p.m.
- (9) Events organized chiefly for minors MUST be supervised by responsible adults at all times and in all areas.
- (10) Neither the community management company nor the Community Association assumes any liability for personal injury to or for the loss of personal property of property owners or their guests using the Lake Hunter Commons facility.
- (11) The Association 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.
- (12) **SMOKING IS NOT PERMITTED INSIDE LAKE HUNTER COMMONS CLUBHOUSE AT ANY TIME.** Smokers outside the building are requested to dispose of their cigarette butts properly.
- (13) By order of the Fire Marshall, no grilling, grease cooking or deep frying will be allowed in the Clubhouse or in or near any pinestraw or mulch areas.
- (14) Host agrees to respect the "quiet enjoyment" of the residents of the community.
- (15) No one under the age of 21 may reserve the Clubhouse facility.
- (16) Hosting property owners will take full responsibility for locking up and securing the building and storage areas before leaving.
- (17) No pets are permitted within the Clubhouse facility at any time.
- (18) No fireworks of any kind are permitted at or near the Clubhouse facility at any time.
- (19) Renters of units in Lake Hunter Commons 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.

****Checks Payable to Lake Hunter Commons Community Association**
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) _____