

**KEY MUST BE PICKED UP NO LATER THAN 3:00 P.M. ON THE BUSINESS DAY PRIOR TO THE EVENT. A \$150 CHECK DEPOSIT AND A \$100.00 NON-REFUNDABLE FEE (CHECK) IS DUE AT TIME OF RESERVATION FOR NON-BOARD SANCTIONED FUNCTIONS OR EVENTS. CHECKS SHOULD BE MADE PAYABLE TO THE GLEN AT EAGLE TRACE MASTER. KEY MUST BE RETURNED BY 2 PM ON THE NEXT BUSINESS DAY FOLLOWING ANY EVENT.**

## **THE GLEN AT EAGLE TRACE MASTER CLUBHOUSE USE AGREEMENT (Private Use)**

This Agreement is hereby entered on \_\_\_\_\_ between The Glen at Eagle Trace Master and \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_ Purpose: \_\_\_\_\_

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### **CONDITIONS**

**CLOSING HOURS:** The clubhouse must be cleaned and vacated no later than 11 pm on the evening in use. The key must be returned by 2 pm on the next business day following the event. Keys must be picked up from and returned to the property manager's office.

**REQUIREMENT & RESTRICTIONS:**

- A. RENTAL OF THE CLUBHOUSE IS FOR THE SOLE USE OF GLEN MASTER RESIDENTS AND THEIR GUESTS. IF IT IS FOUND THAT A RESIDENT IS RENTING THE FACILITY FOR A NON-GLEN MASTER RESIDENT THEY WILL NOT BE PERMITTED TO RENT THE FACILITY IN THE FUTURE.
- B. Bounce Houses and other outdoor amusement activities are not permitted without prior approval of the **Board**.
- C. No food trucks of any type are permitted.
- D. Pool and Tennis Courts **MUST** be made available to any Glen Master resident during the course of the party.
- E. Resident agrees to vacate the clubhouse no later than **11 pm** on the evening in use.
- F. Resident agrees that they may be held responsible for any damages or injuries which may occur (including surrounding area).
- G. Resident agrees that they may be held responsible for any charges that may be incurred due to trash pickup, janitorial services, and/or maintenance that is necessary following such even. These charges will be deducted from their security deposit.
- H. Key must be picked up at the property manager's office before 3 pm on the business day prior to the event.
- I. Key must be returned to the property manager's office by 2 pm on the next business day following the event.
- J. Resident agrees that they may be held responsible for any charges that may be incurred due to locks being changed and 10% administrative fee should keys not be returned as outlined in E.
- K. Resident agrees that if keys are not picked up on time that they may lose their reservation and any fee paid.
- L. Resident agrees to have the clubhouse cleaned out no later than 11 pm on the date of the event.
- M. Resident agrees that any items brought into and or left in the clubhouse or surrounding area will not be the responsibility of The Glen at Eagle Trace Master or the property manager. Resident agrees that any items left are at resident's own risk.
- N. Resident understands that they cannot use the screened in porch area or pool after 10 pm.
- O. Resident understands that if the clubhouse is left dirty, damaged, or if resident uses the clubhouse in any way outside of the reason for reservation that they may be prohibited from future rental use.
- P. Resident agrees that an adult (age 25 or older) will be present at all times and agrees to not let young children use the pool area without proper supervision.
- Q. Resident understands that there is no lifeguard on duty. Entering the pool area and/or swimming is at their own risk.
- R. Resident agrees that no bottles or glass shall be allowed in the pool area.
- S. Resident agrees that no business will be conducted in association with this rental and that no fee shall be collected by anyone who participates in this function or event.
- T. Resident agrees to inform all guests/attendees that parking on any grass is prohibited. Resident reserving clubhouse agrees that they may be held responsible for any damages that may occur (such as grass replacement) and resident agrees to waive any rights to a hearing or other recourse.
- U. Resident agrees to shut all lights off, lock all doors, and turn air conditioning back to 79 degrees. Failure to do so may result in forfeiture of security deposit.
- V. The resident is responsible to leave the clubhouse, screened in porch area, pool area, and the parking area in the same condition as it was in prior to use by the resident.

- W. The resident is entitled to inspect the clubhouse prior to use. This request must be made at the time of reservation to schedule with the property manager. The condition of the clubhouse will be inspected the following day by the property manager, assistant, or on-duty security guard.
- X. The cleanup must include, but is not limited to, removal of all rental and catering equipment, removal of any decorations, vacuuming and mopping the floors, clearing all trash, and returning furniture to proper positions.
- Y. All trash must be removed from the premises and discarded in the provided outside trashcans. If the trashcans are full, then the trash must be discarded at the resident's home.
- Z. This is a **smoke-free clubhouse**; any evidence of smoking in the facility will result in forfeiture of the entire deposit.

**RESIDENTS RESPONSIBILITIES:**

- A. The resident will be held responsible for the conduct of his/her guest.
- B. Any use of the clubhouse must be strictly in accordance with all applicable association Rules and Regulations as well as all laws and ordinances of Broward County and The State of Florida.
- C. Any sale or resale of alcohol is strictly prohibited.
- D. Any disturbance resulting in a legitimate complaint will be cause of the immediate termination of the resident's use of the clubhouse. Future use of the clubhouse by the resident, if granted, will be subject to any special security provisions deemed necessary by the property manager and/or the Board of Directors.
- E. The resident agrees to hold harmless The Glen at Eagle Trace Master, and its property management, from any and all liabilities and actions by the resident and his/her guests resulting from the use of the clubhouse, facilities, and surrounding areas. The Glen at Eagle Trace Master and its property management will not be held responsible for any loss or damage to any personal property of any kind.

**FINANCIAL CONSIDERATIONS:**

- A. The lease **rental fee is \$100.00**. This agreement will not be considered effective, nor will the lease date be reserved until receipt of the rental fee. **A \$150 CHECK DEPOSIT is also due when the room is reserved**. This deposit is fully refundable, after use of the clubhouse, only if the resident has met all conditions. This deposit may be applied against any damages, discrepancy, or violation. If the resident leaves the facility in a condition that requires more than a standard re-inspection, the resident may be liable for hourly charges for time expended by a third-party vendor and/or personnel in connection with redemption efforts concerning the facility. This may include, but is not limited to contractor coordination, subsequent inspections, accounting procedures, cleaning, and etc. Rates charged are currently \$50.00 per hour.
- B. **All food items must be removed from the clubhouse and the trash must be properly bagged by 11:00 pm the night of the event. The guard will inspect the clubhouse at 11:30 pm. The following charges will be incurred if they apply: \$50.00-\$100.00 clean up food left out, \$50.00 clubhouse doors not secured, \$75.00 A/C set below 79 degrees. Management will inspect the clubhouse the following business day. The following charges will be incurred if they apply: \$50.00- \$100.00 cleaning, \$50.00 clubhouse doors not secured, \$100.00 A/C set below 79 degrees, and any other miscellaneous damages will be charged as needed.**

I have read the above Clubhouse Use Agreement and will abide by all stated requirements. I understand that any discrepancy, damage, or violation of these requirements by me or any of my guests may result in the loss of my deposit, immediate termination of my privileges under this agreement, and/or suspension of my future use privileges.

Signature of Resident: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_

Security Deposit Paid: \_\_\_\_\_ Check# \_\_\_\_\_ Rental Fee Paid: \_\_\_\_\_ Check# \_\_\_\_\_

Date/ Time Key Picked Up \_\_\_\_\_ Key No.: \_\_\_\_\_ Provided by: \_\_\_\_\_

**The rental fee of \$100.00 is non-Refundable.**

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*For Office Use Only*

**To Be Completed Upon Return of Key. Clubhouse must be inspected prior to returning security deposit**

Date Clubhouse Inspected: \_\_\_\_\_ Date Inspected by: \_\_\_\_\_

Notes Regarding Inspection: ..... ;: \_\_\_\_\_

Date Deposit Returned: \_\_\_\_\_ Date/ Time Key Returned: \_\_\_\_\_

Resident's Signature: \_\_\_\_\_ Received By: \_\_\_\_\_