

Lakeridge Falls Community Association, Inc.

Owner/Resident Protocol for Gatherings

At the request of the Owner/Resident, the Lakeridge Falls Community Association [the "Association"] grants the non-exclusive use of the Clubhouse to Owner/Resident for a Gathering to occur on _____ between the hours of _____ and _____.

1. Anticipated number of guests: _____
2. Purpose of the Gathering: _____
3. As the Gathering is non-exclusive, it may be shared by other members of the Association.
4. Rooms to be used [kitchen is included]:
 - Grand Salon []
 - Card Room []
5. Owner/Resident shall contact Buildings Committee representative to schedule a time to tour the clubhouse prior to an event.
6. Owner/Resident shall comply with all current rules and regulations adopted by the Association and shall have full responsibility for restoring the Clubhouse to its condition prior to the Gathering, including vacuuming, and cleaning of kitchen counters and floor spills and agrees to remove all trash to the designated dumpster adjacent to the parking lot immediately after the event. Special attention shall be given to:
 - Emptying all trash bins
 - Vacuuming carpets in all areas used
 - Removing anything stored in the refrigerator
 - Picking up debris left on floor of bathrooms & other areas utilized
 - Turning off all water faucets
 - Cleaning up entire kitchen including the counter tops
 - Washing & restoring all kitchen items to original places, i.e., coffee pots, utensils, table cloths, etc.
7. Should the Association incur expenses for damages resulting from the actions of the Owner/Resident and guests, the Owner/Resident shall make reasonable and timely payments to the Association for such damage.
8. The Clubhouse closes @ 11:00 p.m. and from 11 p.m. to 5:30 a.m. the doors to the building are alarmed. If the Sheriff's Department responds to an alarm, the Owner/Resident shall be responsible for reasonable charges.

Owner/Resident's signature: _____

Owner/Resident's Name: _____

Address: _____ Phone: _____ Date: _____

Gathering Checklist

Owner/Resident shall comply with all current rules and regulations adopted by the Association and shall have full responsibility for restoring the Clubhouse to its condition prior to the Gathering, including vacuuming, and cleaning of kitchen counters and floor spills and agrees to remove all trash to the designated dumpster adjacent to the parking lot immediately after the event.

Special attention shall be given to:

- Emptying all trash bins
- Vacuuming carpets in all areas used
- Removing anything stored in the refrigerator
- Picking up debris left on floor of bathrooms & other areas utilized
- Turning off all water faucets
- Cleaning up entire kitchen including the counter tops
- Washing & restoring all kitchen items to original places, i.e., coffee pots, utensils, table cloths, etc.

At the end of the event before leaving, the Clubhouse should be restored to its condition prior to the Gathering and secured, including:

Bathrooms:

- Check to be sure no water is running
- Be sure no paper or trash is left on the floors
- Lights should be off

Kitchen:

- All items used should be washed and put back where they belong
- The refrigerator/freezer should be checked and any leftovers removed (taken or thrown away)
- All counters should be cleaned, as well as the floor
- Faucets should be off

In ALL areas utilized including the hallways:

- Check that furnishings are put back in their original positions
- Vacuum carpets & floors
- Clean up any spills
- Empty all trash bins used and insert new bags, removing the bags to the dumpster adjacent to the parking lot
- Be sure all Clubhouse fans and lights are turned off