

# **Avanti Clubhouse Rental Policy**

The Clubhouse at Avanti Condominiums is administered under the direction of the Board of Directors of the Avanti Condominium Association. The Clubhouse is provided for the use of the owners of the community and at the discretion of the Board of Directors, and is available for weddings, receptions, family gatherings, banquets, and meetings. The Clubhouse is available for rental daily from 9:00 am to 7:00 pm. Any times other than this will have to be approved by the Board of Directors.

## **1. RENTAL**

Space within the Clubhouse will not be leased to a fixed commercial business. The Board of Directors and/or their designee retains the right to refuse to rent to any group or individuals. The Clubhouse will not be rented to anyone under the age of 21. Events involving minors must be supervised by the appropriate number of adults. Events are limited to a maximum of 25 people. Home Owners Associations (HOA) dues must be current before approval of the Clubhouse Rental. Rules and regulations regarding rental of the Clubhouse for specific single events will be promulgated from time to time by the Board.

## **2. MAINTENANCE**

Clubhouse maintenance is constant and yet necessary item. The Board will provide for maintenance on the facilities and surrounding grounds as needed to the fullest extent possible based on availability of funding.

## **RULES AND REGULATIONS**

### **1. RENTAL AREAS**

The main entrance, great room, bathrooms, and the kitchen area are available for use. All other areas shall be kept locked and are off-limits.

### **2. NON-RENTAL AREAS** are defined as follows:

The patios and the swimming pool areas are off limits and not part of the clubhouse rental. The double doors and windows must be locked and secured at all times. **Failure to do so will result in the forfeiture of the \$150.00 deposit.**

### **3. PAYMENT/DEPOSITS/INSURANCE**

The following deposits shall apply to all renters of the clubhouse, and there will be no exceptions:

Rental of the Clubhouse is free to Condominium owners who are current with their HOA's; however a \$150.00 holding and damage deposit will be required of all renters of the clubhouse. The \$150.00 is a security deposit and will be refunded if no damage occurs to the facility, no law enforcement officer is summoned to the event, and there is no excessive cleaning. In addition if the key/s is lost; the \$150.00 deposit will not be returned. **Make the check payable to the "Avanti Condominium Association" forward to: Avanti Condominium Association C/O The CAM Team, 1008 Park Ave. Orange Park, FL 32073.**

\*All deposits and rental fees are due and payable no later than seven (7) days prior to the function or reservation will be forfeit. No exceptions!

### **4. ALCOHOL**

No Alcohol will be consumed or served in the clubhouse/pool area or vicinity.

### **5. CLOSING HOURS AND ENTERTAINMENT**

All functions at the Clubhouse will cease no later than 7:00 pm. Entertainment provided by renters of the Clubhouse facility must be maintained at a reasonable noise level so as not to interfere with residents living around the Clubhouse or others in the immediate area. Music must end by 7:00 pm. Any times other than this will have to be approved by the Board of Directors.

### **6. DOORS CLOSED**

In order to maintain the heating and cooling in the building, all doors and windows that open to outside areas must be kept closed.

### **7. CLEAN UP AND TRASH REMOVAL**

All Clubhouse users are responsible for removal of their trash and the clean up of the areas they rented including vacuuming and clean up of spills. Trash receptacles are located on the side of the clubhouse.

**8. TABLES AND CHAIRS**

All Clubhouse users are expected to wipe off all tables and chairs and stack them neatly where they were prior to set up.

**9. SMOKE-FREE ENVIROMENT**

The Avanti Clubhouse has been designated as a smoke-free environment. No smoking is allowed anywhere inside the building.

**10. CLUBHOUSE KEY AND SECURITY**

One key will be issued to the renter of the clubhouse. The renter will be responsible for ensuring the security of the Clubhouse once the key has been issued and to return the key to the Clubhouse Committee member of maintenance personnel, loss or damage to the Clubhouse key will result in the forfeiture of the \$150.00 deposit. The renter of the Clubhouse is also responsible to ensure that the Clubhouse is locked and secured after the event. INTINALS: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Signed Name

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
Avanti Owner's Unit Number

\_\_\_\_\_  
Sate of Clubhouse Rental

Time: From \_\_\_\_\_ to: \_\_\_\_\_

## CLEANING CHECKLIST

Event Type: \_\_\_\_\_

NOTE: Cleaning supplies are limited and located in the kitchen cabinets. It is the responsibility of the renter to return the clubhouse to its original clean and neat appearance.

- Wipe down all tables
- Wipe down kitchen counters
- Clean up all spills on floors
- Clean up any moisture or stains on furniture
- Sweep Floors
- Clean microwave
- Pick up all trash
- Arrange all tables and chairs as you found them
- Empty all trash into commercial waste receptacle located next to  
Clubhouse
- Ensure both bathrooms are clean and neat
- Turn off all lights
- Secure and lock all doors including deadbolt locks
- Return all keys to Clubhouse to Avanti Clubhouse committee member
- Contact Avanti Clubhouse Committee member for inspection.