

**SAUSALITO SHORES HOMEOWNERS ASSOCIATION
CLUBHOUSE RESERVATION FORM**

Today's Date: _____ Reservation Date: _____

Reserved By: _____ (Lessee)

Address: _____

Cell Phone: _____ Alternative Phone: _____

Type of Function: _____

Time of Function: (Function must end by 11:00pm) Starts _____ to _____

Number of Persons expected: (Limit 90 People) _____

Rental Fee Received: \$100 _____ \$300 (non-members) _____

Deposit \$200 _____ \$300 (non-members) _____

(\$100 deposit is required at the time the reservation is made and is *non-refundable* if reservation is not cancelled at least 1 week before the event.)

CASH ONLY

FIRST WALK-THROUGH

Date: _____ Time: _____ AM _____ PM _____

Lessee Received Clubhouse Key: YES _____ NO _____

The Lessee has reviewed the following documents online at www.sausalitoshores.com Clubhouse Rental Rules & Guidelines, Procedures to Reclaim Security Deposit, Clean-Up and Check-Out List, Clubhouse FAQ's, and Clubhouse Parking Diagram (5 pages).

The Lessee has been made aware of and agrees to adhere to the Clubhouse Parking Policy.

The Lessee understands that they are responsible for following the rules, for any damage to the clubhouse or surrounding grounds, and they are responsible for clean-up of the clubhouse and surrounding grounds when the function has concluded according to the clubhouse clean-up list and the online documents located at www.sausalitoshores.com . By signing below the Lessee will adhere to and abide all guidelines and rules stated in the above mentioned documents or forfeit deposit.

Signature of Lessee _____ Print Name _____

Signature of Committee Member _____

SECOND WALK-THROUGH

Date: _____ Time: _____ AM _____ PM _____

Clubhouse Key Returned: YES _____ NO _____

Clubhouse Clean: YES _____ NO _____

Security Deposit Returned: YES _____ NO _____

Signature of Lessee _____ Print Name _____

Signature of Committee Member _____

SAUSALITO SHORES HOMEOWNERS ASSOCIATION (SSHA)
CLUBHOUSE RENTAL RULES & GUIDELINES

SECURITY DEPOSIT AND CLUBHOUSE FEES

Deposit: \$200 - Members \$300 – Non-Members

Rental Fee: \$100 - Members \$300 – Non-Members

All fees and security deposits must be made in cash and paid in full prior to the event.

Payment of all remaining fees (balance of security deposit and rental fee) will be collected at the time of the first walk-through, prior to your function. After monies are collected and paperwork is signed, Lessee will receive the key to the clubhouse. This appointment will be scheduled with the Clubhouse Committee Member.

Booking a Reservation

Once a date has been secured, a completed reservation form signed by the Lessee must be submitted to the Clubhouse Committee Member, along with \$100 of the security deposit to secure a reservation. Please provide any cancellations **at least 1 week before your function.**

Please visit the SSHA website at www.sausalitoshores.com and view the calendar to check on the availability of the Clubhouse.

Walk-Throughs

The Lessee and a Clubhouse Committee Member must conduct a walk-through of the clubhouse both before and after your function. The first walk-through must be scheduled the same day or as close to the time of the function as possible. Contact the Clubhouse Committee Member via text or email to schedule a mutually convenient time for this inspection. A second walk-through of the clubhouse will be conducted after your function to check for damages and proper clean-up of the premises and surrounding grounds, according to the clean-up checklist. All grounds must be free of litter. This will also be scheduled at a mutually convenient time for the committee member and lessee.

What to Expect During a Walk-Through

- Clubhouse Committee Member and Lessee will discuss any questions regarding Rules & Guidelines for Rental of the Clubhouse, Procedures to Reclaim Security Deposit, Clubhouse FAQ's, and Clean-Up and Check-Out List that were previously read and agreed upon from the lessee.
- Questions, if any, will be answered.
- Clubhouse Committee Member will review clean-up procedures.
- Lessee will be provided with a clubhouse key, code for gate, and Wi-Fi password.

Clubhouse Clean-Up

The clubhouse must be cleaned immediately after your function. There will be NO EXCEPTIONS to this rule. If you plan on hiring outside help to clean the premises make sure they are available immediately following your function. You can also request a clean-up for \$60 to be paid with rental fee and noted when completing rental paperwork.

It is your responsibility to ensure that no damage to the clubhouse or surrounding grounds occurs as a result of your function. ***Failure to do so will result in the forfeiture of your security deposit in its entirety.***

Payment for major damage(s) to the Clubhouse that exceed the security deposit will be determined by the SSHA Board of Directors. All monies needed to fix any major damage to the Clubhouse are the sole responsibility of the Lessee and must be paid upon receipt of invoice from the SSHA Board of Directors.

Clubhouse Rules & Guidelines

- Evening functions must end by 11p.m.
- The clubhouse and surrounding grounds must be totally cleaned up before leaving.
- No food, opened or sealed, may be left behind.
- The Clubhouse and surrounding grounds must be vacated by 12 Midnight.
- Lessee must be 21 years of age.
- No alcoholic beverages are allowed in the clubhouse or on surrounding grounds for anyone under the age of 21.
- **Number of guests cannot exceed 90 according to fire code.**
- Cigarette butts must be cleaned up and disposed of properly. Smoking is permitted outdoors ONLY.
- **LESSEE MUST BE PRESENT AT ALL TIMES DURING THE FUNCTION.**
- DO NOT provide the gate code to anyone trying to enter the grounds. All residents of SSHA can contact the president or Liza if they are unable to gain access. No one, not even a resident, should be requesting the code from the Lessee or guests.

Lessee May Use

- Furniture - may be moved in any arrangement desired for the Lessee's function and must be put back in the original position at the end of the Lessee's function. **NONE OF THE CLUBHOUSE CHAIRS ARE PERMITTED OUTDOORS AT ANY TIME.**
- Kitchen - stove, oven, refrigerator, microwave, dishwasher, coffee pot
- Cleaning Supplies - provided to clean bathrooms, kitchen and all surrounding areas

Lessee May Not Use

- Cooking utensils and dishes
- Ceiling fans are not to be used to hang decorations
- Attic
- *BOAT RAMP - Unless you are a paid member of the SSHA Boat Club.*

Unruly or Noisy Parties

The Lessee is responsible for all behavior and actions of the guests and maintaining a reasonable noise level. *If a party becomes unruly or noisy to the surrounding neighbors, the Casselberry Police will be called and the Lessee's Security deposit will be forfeited in its entirety.*

Parking

Parking is expected in the designated areas outside the fenced park area. There shall be **NO PARKING** inside the gate or the boat/trailer parking area or the boat ramp. A diagram of the authorized parking area is included for your use.

**FAILURE TO COMPLY WITH THE ABOVE RULES & GUIDELINES
WILL RESULT IN FORFEITURE OF LESSEE'S SECURITY DEPOSIT**

PROCEDURES TO RECLAIM SECURITY DEPOSIT

Payment Options

Only Cash payments are accepted for rental fees and security deposits. We do not accept credit cards.

Initial Deposit

\$100 of the security deposit must be submitted with Reservation Form in order to secure a reservation. Cancellations must be made at least 1 week prior to the scheduled event to receive a refund for the initial deposit.

Security Deposit

The balance of the Security Deposit and the Rental Fee must be made at the time of the first walk-through prior to the function.

The security deposit will be returned immediately upon the second walk-through, provided there is no damage and the property is cleaned as defined on the Clean-Up and Check-Out List. These conditions will be determined by the Clubhouse Committee Member managing the rental and is a final decision.

POSSIBLE REASONS FOR FORFEITED DEPOSIT

- Police are called for unruly behavior or disturbance within the Clubhouse grounds
- Damage to property or grounds by Lessee and/or guests
- Failure to comply with the Rules & Guidelines established by the SSHA
- Facilities are not cleaned.

**Any requests for reclaiming the deposit after forfeiture must be made with the SSHA Board Members through email and possible a face-to face meeting. See sausalitoshores.org website for emails of board members.*

SAUSALITO SHORES CLUBHOUSE CLEAN-UP AND CHECK-OUT LIST

In order to receive a refund of your deposit, please check the list below to see that everything is complete:

Floors

- _____ Sweep all floors, including bathrooms
- _____ Mop all floors, including bathrooms (*no cleaner, use dish soap & water ONLY*)

Kitchen

- _____ Empty and clean refrigerator
- _____ Clean microwave
- _____ Clean stove and oven
- _____ Empty dishwasher
- _____ Clean counters and cabinets
- _____ Empty and wash coffee pot
- _____ Clean sink and garbage disposal
- _____ Empty and clean trash can
- _____ Wipe down all counter top and appliances used

Main Area

- _____ Make sure all furnishings (8 large tables, 2 small tables and 70 chairs) are returned to their original location (how they were found)
- _____ No damage to walls and ceiling (NO DECORATIONS OR TAPE)
- _____ Clean tables

Bathrooms

- _____ Clean sink and toilets
- _____ Sweep and mop floors
- _____ Empty trash cans
- _____ Wipe down counter tops

General

- _____ Hang Mops in utility closet
- _____ Pick up and properly discard ALL trash and cigarette butts from the grounds of the property
- _____ Lock all windows, doors, and sliding glass doors
- _____ Turn off all ceiling fans
- _____ Set AC to 82°
- _____ Take outside trashcans to the curb (on street for pick-up)

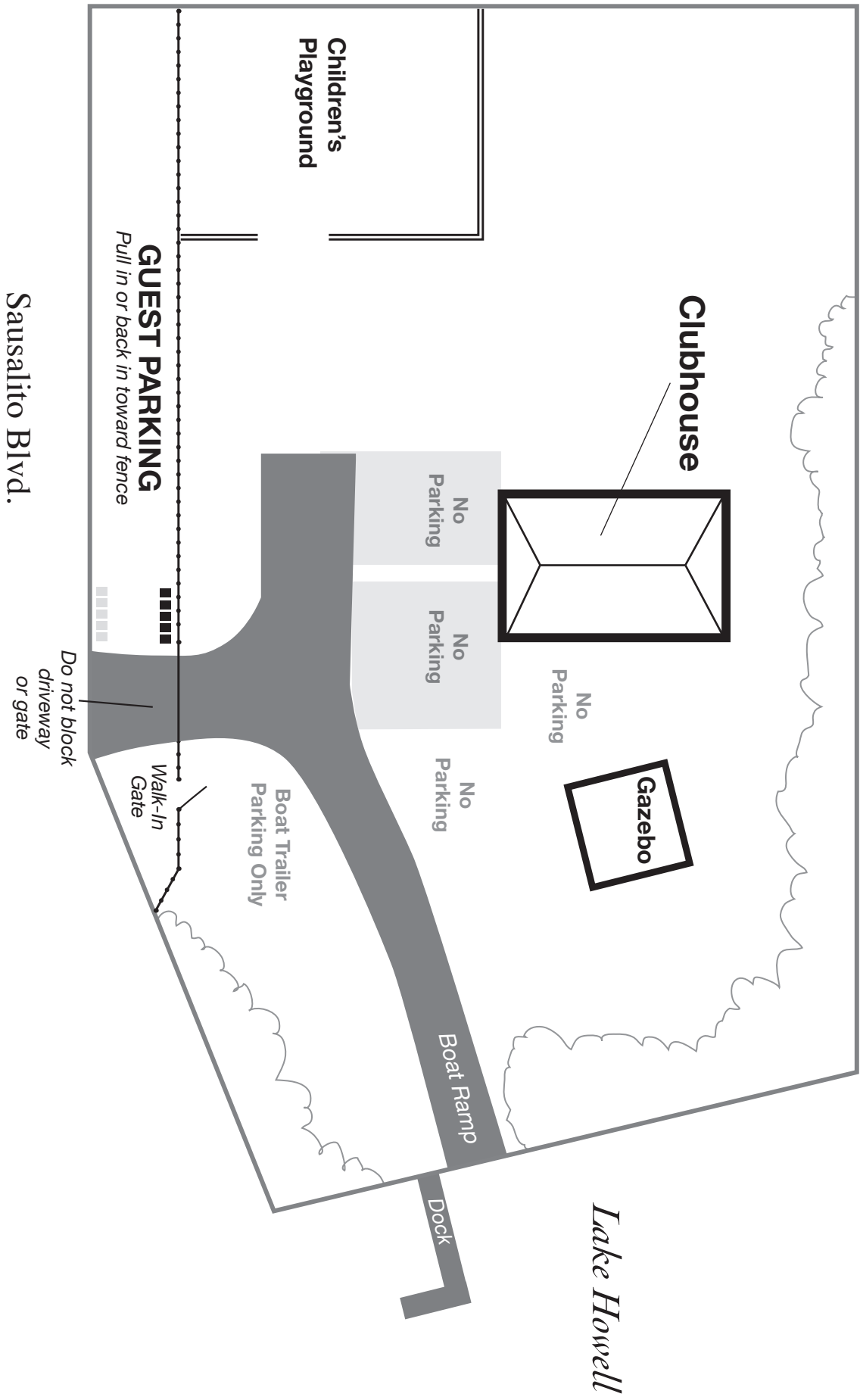
Please contact a Clubhouse Committee Member should you have any issues or questions.

Liza 407-256-6085

5/17/2020



SSHA CLUBHOUSE PARKING DIAGRAM



Sausalito Shores Homeowners Association New Covid-19 Guidelines for SSHA Clubhouse Rentals

— Addendum dated June 9, 2020 —

In accordance with the governor's Executive Order #20-139 dated June 5, 2020, the Sausalito Shores Homeowners Association will allow rental events of the SSHA Clubhouse to operate at 50% of the building capacity -- a *maximum occupancy of 45*. The SSHA strongly encourages lessees to adhere to social distancing guidelines during their event, and to sanitize frequently touched surfaces after the event as part of the regular cleaning procedures. The SSHA will follow the governor's executive orders and guidelines for 'restaurants and entertainment businesses.' You can see the latest executive orders at: <https://www.flgov.com/covid-19-executive-orders/>

Social distancing guidelines:

- All guests should follow the standard 6-ft. social distancing guidelines.
- We also recommend all guests wear cloth face coverings when feasible.

Sanitizing after your event:

- Wipe down and sanitize frequently touched surfaces (e.g., door handles, sink handles, kitchen countertops, tables, light switches, etc.). A complete list of surfaces to be sanitized, plus cleaning & sanitizing products and plastic gloves, will be provided.

We strongly urge all lessees and their guests to follow the CDC's recommended behaviors to reduce the spread of COVID-19:

- Wash hands frequently with soap and water for at least 20 seconds (especially before, during and after preparation of food; and after touching garbage).
- Cover coughs and sneezes with a tissue or the inside of your elbow (used tissues thrown in the trash) and hands washed immediately with soap and water.
- Wear cloth face coverings whenever feasible. Cloth masks are worn to protect other people in case the wearer is unknowingly infected, but does not have symptoms.



I _____ (Lessee) agree to follow the above Covid-19, Social Distancing, and Sanitizing Guidelines. I also agree to protect, indemnify, defend, save, and hold harmless the Sausalito Shores Homeowners Association, its officers and volunteers from any and all claims, liability, lawsuits, damages, and causes of action which may arise out of my activity or any of my guests on the SSHA premises.