

## MAINSTREET CLUBHOUSE RESERVATION INFORMATION

1. RESIDENTS – Clubhouse reservations can be made in person or by telephone. In order to finalize the reservation, a deposit must be received in the Clubhouse office *at least 30 days before the scheduled event date*. There is a \$700 deposit **REQUIRED** by cashier's check or money order only at least 30 days prior to the event to confirm the reservation. This deposit includes \$350 for the facility fee and a \$350 deposit. For rentals of three (3) hours or less, the cost is \$100 per hour for up to three hours of use. For more than three hours, a flat fee of \$350 will be charged for the total facility usage fee. A refund of the \$350 deposit will be returned, if there are no Clubhouse damages, the building is left properly cleaned, and a completed Clubhouse Checklist has been signed off and returned by the Property Monitor. Deposits are generated from the property management corporate office. Therefore, deposit reimbursement checks will be mailed directly from CMA within 21 business days of the event date.

2. NONRESIDENTS – Mainstreet Community only rents to homeowners or registered tenants of the association. Rentals to nonresidents must be made by a homeowner who is current on their assessments or a registered tenant. All other rental terms apply as noted in Paragraph 1 above.

3. PROPERTY MONITORING (SECURITY) FEE - Please see the Clubhouse Price Information Sheet for pricing information and rules for payment of Property Monitors. ***This fee is NOT included in the clubhouse facility rental fee.***

**4. IDENTIFICATION - THE HOMEOWNER OR REGISTERED TENANT IS REQUIRED TO BE PRESENT AT ALL TIMES DURING THE CLUBHOUSE RENTAL.**

5. TABLES AND CHAIRS - Round tables, as well as small and large rectangular tables are included in the rental pricing. There are also approximately 100 chairs available to accommodate additional seating. If more are required, it will be the responsibility of the person renting the facility to arrange such additional seating needs. There are several companies that rent tables, chairs, and dance floors to the public.

6. CANCELLATIONS – For a FULL REFUND OF THE \$700 FACILITY DEPOSIT, cancellation must be requested ***in writing*** at least three (3) weeks before the scheduled event. Cancellations made 20 days – 7 days before the event will be reimbursed at 50%, or \$350. Cancellations of 6 days or less cannot be refunded at all – this includes the property monitor security deposit. We will, however, be willing to reschedule a future date using the same deposit funds in such instances. Please allow up to 21 business days for all deposits to be received directly from the corporate property management office.

7. FACILITY AMENITIES - There are three floors available for functions that are included in the rental. The first floor includes a full kitchen with utility sinks, great room, foyer and restrooms. The second floor is available for additional seating, socializing, etc. The third floor is a game room with a pool table and is also available for the event. No drinks or food can be placed on the pool table.

8. KITCHEN/SNACKBAR - Kitchen/Bar has a microwave, toaster oven, refrigerator, water cooler, non-commercial ice machine and serving bar.

9. EVENT DECORATIONS/FURNITURE ARRANGEMENTS – **The Clubhouse can be decorated according to the wishes of the homeowner. However, if furniture is moved in the Clubhouse during a rental, it must be returned to its original position at the end of the night as part of the check list procedure.**