

MAINSTREET CLUBHOUSE RESERVATION INFORMATION

1. RESIDENTS – Clubhouse reservations can be made in person or by telephone. In order to finalize the reservation, a payment must be received in the Clubhouse office *at least 30 days before the scheduled event date*. There is a \$500 facility fee **REQUIRED** by cashier's check or money order only at least 30 days prior to the event to confirm the reservation. Property Monitor(s) are required to be onsite at all times during Clubhouse rentals and require a separate cash fee payable at least 10 days before the event. 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 **\$500** will be charged for the total facility usage fee. Clubhouse damages to the interior or exterior of the building or for excess cleaning will be billed directly to the homeowner account and become immediately payable. A completed Clubhouse Checklist Sheet must be signed off and returned by the Property Monitor to the Property Manager by the next business day following rentals.

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 – Property Monitors are *required* to be onsite during ALL rentals. Please see the Clubhouse Price Information Sheet for pricing of Property Monitors and rules for payment for these services. *This fee is NOT included in the clubhouse facility rental fee, and must be paid in cash 10 days prior to the rental event.*

4. HOMEOWNER REQUIREMENT - 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 additional chairs available to accommodate guests in addition to seating found on the first and second floor clubhouse areas. If required, it is the responsibility of the person renting the facility to arrange for 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 \$500 FACILITY FEE, cancellation must be requested *in writing* at least twenty-one (21) business days before the scheduled event. Cancellations made 7-20 days before the event will only be reimbursed at 50%, or \$250. 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 funds in such instances, if rescheduled date occurs in the same calendar year as the original date.

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 part of the rental. No drinks or food can be placed on the pool table.

8. KITCHEN/SNACKBAR - Kitchen/Bar has a microwave, rapid-heating convection oven, refrigerator, water cooler, non-commercial ice machine, and a 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 checklist procedure.*