

CLUBHOUSE USAGE REGULATIONS

GUIDELINES FOR CLUBHOUSE USE:

1. The presence of a responsible SHOA member is required for the duration of the function.
2. A \$25 late fee will be applied if the clubhouse key is not returned to Clubhouse Chairperson within 24 hours.
3. Clubhouse is not to be used for commercial use.
4. A maximum of 60 people are allowed for a buffet-style event. A maximum of 40 guests for a sit-down event.
5. Anyone using the clubhouse for any function will clean the facility thoroughly and place all furniture back in the designated location before leaving.
6. Paper towels and toilet paper for restrooms, cleaning items, and a vacuum cleaner are available in the closet. All areas must be thoroughly cleaned before locking up. See attached checklist.
7. No unsupervised children are permitted to use the clubhouse.
8. Wet bathing suits are only allowed in the two bathrooms. Everyone must towel dry before entering building.
9. All individuals attending the function must be considerate of the neighbors who live adjacent to the clubhouse. No parking cars on both sides of the street. No loitering in the parking lot. When the event is over you must leave the premises.
10. No loud music is permitted after 11:00pm every night, per Cobb County Ordinance.
11. Guests should be out and the building locked by 11:00pm on weekdays and 12:00am on weekends.
12. When the clubhouse is used for Somerset functions/meetings, someone must be responsible for locking up afterward.
13. It is expected that the clubhouse will be treated as if it were your own home and that you accept responsibility for the facility.
14. No smoking is permitted inside the building.
15. No decorations should be used that will damage any painted surface.
16. No glass on the pool deck.
17. Must be 21 years old to book the clubhouse.
18. Refrigerator is to be cleaned out at the end of each day.
19. Only one grill may be used during pool season, if available.

CLUBHOUSE USAGE PROCEDURES:

1. When the Clubhouse Chairperson confirms the booking, the renter will sign a Usage Agreement and submit separate checks for the usage fee and deposit. Checks should be made payable to SHOA.
2. Prior to scheduled use, the renter is responsible for arranging to obtain keys from the Clubhouse Chairman. A \$25 late fee will be applied if the clubhouse key is not returned to Clubhouse Chairperson within 24 hours.
3. The renter should return the keys immediately after the event to the SHOA mailbox located just outside the iron gate at the entrance of the pool.
4. A Clubhouse Committee member will inspect the clubhouse after the key is returned. If it has been properly cleaned and there is no damage, the deposit checks will be returned. If damage repair or additional cleaning is required, the net remaining damage deposit will be returned as soon as the final charges have been determined. If damages or additional cleaning exceed the damage deposit, the renter is responsible for paying the balance due as soon as he is notified of the final charge.

SCHEDULING CLUBHOUSE EVENTS AND MEETINGS:

The Somerset Clubhouse is for the use of all members of the Somerset Homeowners Association (SHOA) whose dues are current. The Clubhouse serves as a gathering place for Somerset's organized groups (i.e.: Garden Club, Investment Club, Women's Club, etc) and also may be used for private parties, meetings, etc...

The clubhouse will not be rented to non-members or outside groups. However, a member of SHOA may sponsor an outside group or party, provided:

1. The member signs the usage agreement.
2. The member will be in attendance for the full duration of the event.
3. The member assumes responsibility for any damages or expense of additional cleaning.

All use of the Clubhouse must be scheduled with the Clubhouse Chairpersons. Request should be made as far in advance as possible to ensure desired dates are available. A request should not be considered to be booked until it has been confirmed by the Clubhouse Chairperson and checks for usage and deposit have been received.

To schedule a date, call between 9am – 5pm:

Edith O'Neill 770-980-9681 or eoneill@coca-cola.com

Clubhouse usage does not include the use of the pool. The pool will not be closed for a private party. Guests may not use the patio area adjacent to the clubhouse during the event during pool season. Pool usage is available to Swim/Tennis members only. If an event is scheduled during the pool season and the pool will be used during or outside of regular hours of operation for the pool, then the renter must make separate arrangements in advance through the Pool Committee for lifeguards. The pool may not be used without authorized lifeguards present. For liability reasons, if the pool is uncovered, if there are children under 18 present, or if alcohol is served at the function, then a certified lifeguard must be present and arranged with the pool service. Current pool service is Swim Atlanta, Dan Reed, 770-992-7665 x110.

Repetitive bookings (weekly, monthly) are accepted. For groups with repetitive bookings, the Clubhouse Chairperson reserves the right to cancel a specific date with at least a two-week notice to the group. There is a special rate of \$50.00 for repetitive bookings (minimum of four) for a three-hour time limit.

USAGE FEES: (covers utilities and maintenance of building)

\$75.00	SHOA and Swim/Tennis Member
\$125.00	SHOA and/or outside Swim/Tennis Member
\$250.00	non-SHOA member and Somerset Residents
\$50.00	Meeting fee
\$250.00	Refundable deposit

Make checks payable to SHOA.

CLEANING CHECKLIST

Empty all trashcans and replace with a clean bag. Place in outside receptacle.

Clean out refrigerator of all food and beverages.

Wipe down all counters in the kitchen and main room.

Sweep the kitchen, bathroom and foyer floors.

Vacuum the carpet and spot treat immediately if a spill occurs.

Wipe down all appliances, including the inside of the microwave.

Clean all sinks and toilets.

Dust built-in shelves and counters.

Garbage must be in bags before putting them in trash bins.

REMEMBER, THIS CLUBHOUSE IS FOR ALL OF US TO ENJOY. PLEASE MAKE SURE YOU CLEAN IT PROPERLY SO THAT IT IS READY FOR THE NEXT EVENT AFTER YOU. LET'S TAKE GOOD CARE OF THIS BEAUTIFUL FACILITY!!!

USAGE AGREEMENT (return only this filled page to Clubhouse Chair)

I, the undersigned, agree to all terms of usage and usage fees of the Somerset Clubhouse as stated in the Clubhouse Regulations. All fees will be paid in advance of the event date, and the full deposit will be refunded upon inspection of the Clubhouse after the event, if it has been properly cleaned, the thermostat has been set on run and there is no damage. If damage repair or additional cleaning is required, the net remaining damage deposit will be returned as soon as the final charges have been determined. If damages or additional cleaning exceed the damage deposit, the renter is responsible for paying the balance due as soon as he is notified of the final charge.

If I am not currently a SHOA member, I understand that I must have a responsible SHOA member present at the function that will act as a sponsor.

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

EVENT:

ESTIMATED NUMBER OF PEOPLE: _____

DATE AND TIME OF EVENT: _____

SHOA MEMBER SPONSORING THE EVENT/SELF:

RENTER'S SIGNATURE:
