

## **FISH HAWK TRAILS Clubhouse Reservations and Use**

To schedule the Clubhouse for use, a resident of Fish Hawk Trails should call Dee Anne King of L.E. Wilson & Associates, Inc., our management company, to determine if the date you desire is available.

Residents can rent the Clubhouse for \$40.00, with a deposit of \$125.00.

Rent and deposit for each reservation is payable in advance of receiving the key to the Clubhouse. The deposit will be considered a damage deposit and this deposit will be returned/destroyed [resident's choice] when the building has been inspected following the resident's use.

Once the date has been scheduled and the rental fee/deposit and completed/signed Clubhouse Reservations and Use Agreement is received by L.E. Wilson & Associates, the resident can pick up and sign for the key at the Gatehouse between the hours of 06:00 pm and 06:00 am the day of or day before the scheduled event. At this time, the resident will be given the Clubhouse Checklist to be signed and returned when the key is returned.

The key must be returned the same day or day after the scheduled event. **IF THE KEY IS NOT RETURNED WITHIN 48 HOURS OF USE, THE RESIDENT WILL BE CHARGED \$125.00 FOR THE RE-KEYING OF THE CLUBHOUSE.**

The following guidelines for the Use of the Fish Hawk Trails Clubhouse have been enacted by the Fish Hawk Trails Board of Directors. The purpose of these guidelines is to protect community property.

The Board of Directors would ask that residents use discretion in considering use of the Clubhouse.

The main room is 400 square feet and the kitchen area has a refrigerator and small microwave oven. Fire code restricts the building occupancy to thirty five (35) individuals. The Clubhouse is ideal for birthday parties, card parties and small gatherings. The Board of Directors discourages use of the Clubhouse and surrounding premises for business/commercial outings and gatherings and there must be no recurring commercial/business use.

### Guidelines:

1. Use of the Clubhouse is limited to residents and their guests. The resident renting the Clubhouse must be present for the function
2. Rental to residents is limited to two (2) rentals per month
3. Reservations are made on a first-come, first served basis. Community events will be considered an exception to this guideline and will take precedence over individual events and community events are exempt from fees and deposits. Reasonable notice will be given by our Management Company should there be a conflict.
4. The resident must ensure:
  - a) all keys are returned
  - b) all refuse relating to the function is properly disposed of. The key to the Clubhouse fits the lock of the dumpster located in the Clubhouse parking lot
  - c) the Clubhouse is inspected and ready for the next user
  - d) all tables, chairs and other items belonging to the FHT Homeowners Association are in place
  - e) the air conditioning is set to 80 degrees prior to locking the building
  - f) all windows are locked
  - g) all lights are turned off.
5. Any dispute relating to the use, misuse, potential use or refund of any deposit monies pertaining to the Clubhouse be examined and decided by the FHT Board of Directors
6. Resident must observe rules of operation. Any exception to these rules must be approved by the Board of Directors prior to scheduling and use.

**PLEASE REMEMBER THAT THE CLUBHOUSE BELONGS TO ALL FISH HAWK TRAILS RESIDENTS AND WE ASK THAT YOU TAKE CARE OF THE CLUBHOUSE AND ITS SURROUNDINGS TO PROLONG ITS LIFE AND INTEGRITY**

## FISH HAWK TRAILS CLUBHOUSE CHECKLIST

Please check all that apply upon arrival and departure. If there is any damage or items missing, please note, in detail, below:

	Arrival	Departure
Entrance Door Locked	_____	_____
Floor Clean	_____	_____
Restrooms Clean	_____	_____
Windows Locked	_____	_____
Tables/Chairs Present	_____	_____
Kitchen Clean	_____	_____
Walls Clean/.Undamaged	_____	_____
Blinds Workable	_____	_____

Any noted damage or items missing--please note in detail here \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If you enter the Clubhouse and find damage of any kind, please call Dee Anne King at (813) 645-1569. During non-office hours at L.E. Wilson and Associates, Inc., please leave a voice mail for Dee Anne.

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

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

# FISH HAWK TRAILS CLUBHOUSE RESERVATIONS AND USE AGREEMENT

This is a Use Agreement between \_\_\_\_\_, a resident of Fish Hawk Trails whose address is \_\_\_\_\_ and Fish Hawk Trails Homeowners Association, Inc. (FHT HOA) for the rental of the Fish Hawk Trails Clubhouse on \_\_\_\_\_, 200\_ from \_\_\_\_\_ (am/pm) to \_\_\_\_\_ (am/pm).

By signing this Use Agreement, resident agrees to the following conditions:

\* Primary inspection of the building to ensure no damage is present. If damage is noted please contact Dee Anne King at (813) 645-1569 immediately. For non-office hours, please leave voice mail. Please complete the attached checklist.

Upon departure:

- \* all keys are returned
- \* all refuse relating to the function is properly disposed of. The key to the Clubhouse fits the lock of the dumpster located in the Clubhouse parking lot
- \* the Clubhouse is inspected and ready for the next user
- \* all tables, chairs and other items belonging to the FHT Homeowners Association are in place
- \* the air conditioning is set to 80 degrees prior to locking the building
- \* all windows are locked
- \* all lights are turned off.
- \* if the key to the Clubhouse is not returned to the gatehouse within 48 hours of use, the Resident agrees to pay the Fish Hawk Trails Homeowners Association, Inc. for the re-keying of the clubhouse doors.

By signing below, resident acknowledges and agrees to the above conditions.

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

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