

***FISH HAWK TRAILS
CLUBHOUSE RESERVATIONS AND USE***

To schedule the clubhouse for use by a lot owner in Fish Hawk Trails, call Dee Anne King at the Management Company to determine if the date you choose is available.

Residents are now able to rent a different section of the clubhouse. The main room includes the kitchen and restrooms. There is a room off the main room that will accommodate approximately twelve (12) people (no facilities except restrooms outside) and is just right for a small meeting or gathering. This room will be referred to as the “auxiliary” room and the rental fee will be \$15 with a deposit of \$50. Both rooms can be rented for \$40. Each room has a separate entrance and the renter will only have access to the room that is rented.

One-hundred dollars (\$100) for each reservation (paid in advance of receiving the keys) of the main clubhouse or sixty-five dollars (\$65) for each reservation (paid in advance of receiving the keys) of the auxiliary room must be presented to the Management Company (Dee Anne King –645-1569), in advance, to secure a date and receive keys to the building. Twenty-five (\$25) or fifteen (\$15), depending which room, will be kept as a building use fee and deposited in the building maintenance fund. The remaining seventy-five dollars (\$75) or fifty dollars (\$50) will be considered a damage deposit and returned when the building has been inspected to ensure no damage.

Once date has been scheduled and payment has been received, residents may pick up the key at the gatehouse from the hours of 6:00 PM to 6:00 AM the day of or day before scheduled event. At that time, resident will be asked to sign the rental agreement. The key should be returned the day of or the day after the scheduled event. **If the key is not returned within 48 hours, the resident will be charged \$115 for the re-keying of the clubhouse.**

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

The Board of Directors would like to ask residents to use discretion when considering use of the Clubhouse. The main room is small (400 sq. feet) and is not equipped with any kitchen appliances, making it difficult to prepare and store food items. Fire code restricts the building occupancy to thirty-five (35) individuals, making the Clubhouse ideal for small off-site business meetings, birthday parties, card parties and small community gatherings. The auxiliary room is (153 sq. feet) and is restricted to twelve (12) people. The Board of Directors discourages use of the Clubhouse and surrounding premises for commercial outings and gatherings.

1. Use of the Clubhouse is limited to residents and their guests.
2. Residents are limited to two 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. Reasonable notice will be given should there be a conflict.
 - All keys are returned
 - All rubbish relating to the function is properly disposed (key to clubhouse fits the lock where the dumpster is located in parking lot)

- The Clubhouse is inspected and left in reasonable condition.
 - All tables, chairs and equipment belonging to the homeowners association are present.
 - The air conditioning is adjusted to 80 degrees upon locking the building.
 - All windows are locked.
 - All lights are turned off.
4. Community events are exempt from deposits and fees.
 5. Any dispute relating to the use, misuse, potential use, or refund of deposit monies pertaining to the Clubhouse will be examined and decided upon by the Board of Directors.
 6. The renting resident must be present for the function.
 7. No recurring business purposes
 8. Resident must observe rules of operation

Any exception to these rules must be approved by the Board of Directors.

Please remember that this facility belongs to all homeowners in Fish Hawk Trails and we ask that you take care of this building and its surroundings to prolong its life and integrity.

FISH HAWK TRAILS
CLUBHOUSE RESERVATIONS AND USE AGREEMENT

This is an agreement between _____, lot owner in Fish Hawk Trails, whose address is _____ (homeowner) and Fish Hawk Trails Homeowners Association, Inc. (FHT HOA) for the rental of the clubhouse facility on _____, 2002 from _____ (am/pm) to _____ (am/pm).

By signing this agreement, homeowner 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 attached checklist.

Upon departure:

- All rubbish relating to the function is properly disposed (key to clubhouse fits the lock where the dumpster is located in parking lot)
- All tables, chairs and equipment belonging to the homeowners association are present
- The air conditioning is adjusted to 80 degrees upon locking the building.
- All windows are locked.
- The Clubhouse is inspected and left in reasonable condition (see attached checklist)
- All lights are turned off
- Key is returned to gatehouse

If the key is not returned to the gatehouse within 48 hours of scheduled event, the lot owner agrees to pay \$115 to FHT HOA for the re-keying of the clubhouse door.

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

Lot Owner

Date

Address

Fish Hawk Trails Clubhouse Checklist

Please check all that apply on 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 OK	_____	_____

Any noted damage or items missing – please describe: _____

If you enter the building and find damage of any kind, please call Dee Anne King at (813) 645-1569 (non-office hours, please leave voice mail) immediately.

Lot Owner

Date

Address