

# Mariner's Cay

Racquet & Yacht Club Homeowners Association

## CLUBHOUSE RESERVATION AGREEMENT

To reserve the clubhouse, the completed form and deposit must be returned to the Association Manager at the onsite Regime Office or via email, lashea@imcchs.com.

Please print clearly

Owner Name(s): \_\_\_\_\_ Unit #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Alternate #: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Scheduled Time: Start: \_\_\_\_\_ End: \_\_\_\_\_  
(include setup time) (include all-cleanup)

Estimated Number of Guest: \_\_\_\_\_ Serving Alcoholic Beverages: Yes No  
(circle one)

Check Received: \_\_\_\_\_ Check Returned: \_\_\_\_\_

*I certify I am the owner of the unit noted above located in Mariner's Cay. I have read and understand the rental policy and rules for the use of the Mariner's Cay Clubhouse and agree to comply with said policy and rules.*

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Association Manager

\_\_\_\_\_  
Date

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## Racquet & Yacht Club Homeowners Association

### **CLUBHOUSE RESERVATION POLICY AND USE RESTRICTIONS**

1. All homeowners are required to fill out and complete the reservation form along with a \$125 cleaning fee deposit.
  - a. The \$125 cleaning fee deposit must in check form and made out to Mariner's Cay HOA.
  - b. The reservation form and deposit must be submitted to the Association Manager at least 7 days prior to the event.
  - c. Before the event the Association Manager and/or Board Member will do a walkthrough of the Clubhouse to ensure the facility is clean for the event.
  - d. After the event the Association Manager/or Board Member will do a walkthrough of the Clubhouse to ensure the facility was cleaned according to the cleanup requirements.
  - e. If the facility does meet the cleanup requirements your \$125 deposit will be returned to you.
  - f. If the facility does not meet the cleanup requirements, the \$125 cleaning deposit will be cashed and applied towards cleaning the clubhouse.
2. Guests who drive to a clubhouse event must be instructed to park their vehicles in the visitor parking spaces. Parking is not allowed in the resident parking spaces.
3. The pool and pool deck area **CANNOT BE RESERVED.**
4. Mariner's Cay is not responsible for personal articles left in or around the Clubhouse.
5. All events must end by 10:00 pm unless previously approved by the HOA Board of Directors.
6. No dogs or animals other than those used for special needs will be allowed in the Clubhouse or pool area.
7. **SMOKING IS NOT PERMITTED IN THE CLUBHOUSE.**
8. Do not move any upholstered furniture or carpets.

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## CLUBHOUSE CLEANUP REQUIREMENTS

1. Take out and properly dispose of all trash and recycling. This includes any trash in the bathrooms.
2. All dishes or cutlery used must be cleaned and put back in the proper cabinet or drawer.
3. Wipe down all counters and cabinets (if needed).
4. Sweep the floors.
5. Neatly put all tables and chairs back in the storage room.
6. Remove any food and/or containers from the refrigerator.
7. Ensure all doors are locked and all the lights are turned off when leaving.
8. Return the clubhouse and storage room keys to Association Manager.