

Rental Policy Information

Facility Usage: The facility may not be reserved more than 4-months in advance. Use of Alcohol, Tobacco, or Smoking is prohibited. Smoking is allowed only in the parking area and beyond the roof overhang. Requests for periodic, regularly recurring use of the facility must be approved by the HOA. Occasional community events may have Beer/Wine approved by the HOA, but *never* for member rentals.

Capacity: The clubhouse events can be for no more than 40 people in accordance with local fire ordinances.

Hours: The facility is available any time between 9am to 11pm for a period not to exceed six (6) hours including the time for setup before the event and cleanup after your event.

Rental Agreement: To reserve the clubhouse, a Clubhouse Rental Agreement must be completed, signed and returned to the Management Company. Residents **MUST** be current on their homeowner dues. Rental requests will be denied to owners with delinquent accounts.

Rental Fees: A Rental fee of \$100.00 is due at the time of application. It is non-refundable. The reservation gives the Renter exclusive use of the clubhouse. Use of the pool, lanai, and playground is *shared* with other residents.

Workout Room: Renter/guests can only use restrooms within the workout room building. Use of fitness equipment is prohibited.

Security Deposit: Rental applicants must pay a security deposit of \$200.00. The deposit is refundable if the facility is left clean and there is no damage to furnishings or equipment. The decision of whether the deposit shall be refunded is solely up to the Gladiolus Preserve HOA and will not be refunded until the facility has been inspected by a Gladiolus Preserve HOA board representative. **IMPORTANT:** Immediately report any visible damage when you arrive at the clubhouse (see page 2 to report existing problems.)

Cancellation Policy: Plans change. To receive a full refund of \$300, cancel your reservation by phone or in person at the Management Company no later than 7-days prior to the event. Only the \$200 security deposit will be refunded upon short notice.

Reservations: A completed reservation form and both subsequent checks are to be received by the HOA Management Company to finalize a reservation no less than 2-days prior to the event.

Reservation Status: A rental reservation is considered binding after the facility Rental Agreement has been signed by the rental applicant and approved by the HOA Management Company. Renter will receive written confirmation including a Post Function/Event Cleanup Checklist and a trash bag.

● 48-hrs in Advance

Renters must contact Mgt Co. during regular business hours (9-4: Mon to Fri) within 48-hours of the scheduled event so Management may schedule the opening and closing of the Clubhouse

● 30-minutes in Advance

The Clubhouse 'opener' will contact the Renter to confirm arrival time. The Renter must arrive within 15 minutes of the scheduled time or lose their Reservation. A \$50 fee is charged for no-shows. The Clubhouse is never to be left unsupervised.

● Emergency Cancellation

Call Management Company at (239) 466-3330 and leave message. Management will attempt to cancel the 'opener' to save your rental fee.

Parking: Limited spaces are available for parking at the clubhouse. Vehicles using street parking must follow established parking rules.

Noise: Music must be turned off at 10:00pm and at no time may it be so loud as to disturb the peaceful enjoyment of the surrounding residents.

Temporary Equipment: No structures are to be placed upon the grounds, to include, but not limited to, inflatable houses, games, water slides, etc.

Cooking/Grills: Cooking is not allowed within the clubhouse, however, crockpots are allowed for keeping food warm. Grills are permitted in the grassed area, off the pavers, and never under the roof overhang.

Moving Furniture: Clubhouse furniture must be returned to original position. Also, outdoor furniture may not be brought inside the clubhouse.

Cleaning: The facility must be cleaned, all decorations and trash must be removed, and the facility must be vacated by the end time indicated on the Facility Rental Agreement. The Renter is responsible for removal of all personal articles including leftover food, decorations, etc., and depositing trash in the dumpster located in the parking lot. All table tops, chairs, counter tops, and any appliances used must be wiped clean. Rental applicant shall spot clean any spills, sweep the floor, and vacuum the carpet including the area rug at the entrance door. Failure to do so will result in a corresponding deduction from the security deposit or total forfeiting of the deposit as determined by Gladiolus Preserve HOA.

Caterers: Caterer's Certificate of Insurance must be attached to the Facility Rental Agreement. Caterers are required to abide by all policies outlined in the Facility Rental Agreement. All food and beverages must be removed from the premises after the event. All trash is to be deposited in the dumpster located in the parking lot.

Minors: Any rental with participants under the age of 18 is required to have at least one adult chaperon for every ten minors present during the event.

Decorations: No decorations may be attached with tape, nails, tacks, etc. Any application causing damage will incur a fee. Confetti and rice are not allowed.

Rental Policy Information

I have read the above information and fully understand both the rental process and my responsibilities. I must leave the facility clean. I must be present until the person closing the clubhouse arrives to lock it.

Signed _____

Date _____

Post Function/Event Cleanup Checklist

You have paid a \$200.00 SECURITY DEPOSIT that is refundable if the facility is left clean, in good order and there is no damage to furnishings or equipment. Protect your deposit ...Inspect the facility upon your arrival.

IMPORTANT: Immediately report facility condition in the CONDITION REPORT below. Any damage visible when you arrive at the clubhouse should be noted.

The decision of whether the deposit shall be refunded is solely up to the Gladiolus Preserve HOA and will not be refunded until the facility has been inspected by a Gladiolus Preserve HOA board representative.

CHECKLIST

- 1. Wipe clean all counter tops and tables and chairs. Cleansers and other cleaning supplies need to be provided by the renter. General cleaners are occasionally available in the cabinet under the sink.
- 2. Wipe down and clean sink and floor in kitchen.
- 3. Put a fresh plastic liner in the kitchen trash can (liners are found in the bottom of the can once you remove the used liner bag).
- 4. Remove all decorations. Remove any personal items from the refrigerator and make sure it is left clean.
- 5. Vacuum all carpets & sweep all floors. A clubhouse vacuum is available upon request at the time of the opening of the Clubhouse. The Renter is responsible for providing any cleaning equipment required.
- 6. Arrange and straighten furniture to original placement.
- 7. Check restrooms and empty the trash if necessary.
- 8. Remove ALL trash from the facility including the lanai/pool area and around the grounds. Deposit all trash in the dumpster located in the parking lot.
- 9. To have your \$200.00 security deposit refunded, it is better to leave the facility cleaner than you found it rather than chance failing the inspection.

CONDITION REPORT

Condition **BEFORE** rental began (completed by Renter):

The facility was clean and in good repair.

The facility had the following problems _____

Signed (Renter) _____ Date _____

Condition **AFTER** the event (completed by GP-HOA Board Representative):

The facility was left clean, in good condition, and all trash removed.

The facility had the following problems _____

Signed (GP-HOA) _____ Date _____

Gladiolus Preserve Homeowners' Association
Clubhouse RENTAL AGREEMENT

The Gladiolus Preserve Clubhouse can be rented to host meetings and small social gatherings. The reservation gives the Renter exclusive use of the clubhouse. Use of the restrooms, pool, lanai, and playground is shared with other residents. Use of fitness equipment is prohibited. Occupancy is 40.

Resident/Tenant (print information):

First Name: _____ Last Name: _____

Address: _____

Phone (H): _____ (W): _____ (C): _____

Email Address: _____

Applicant Type: Gladiolus Resident Gladiolus Committee: _____
(rental/deposit not required from Gladiolus Committee)

Please describe the purpose of your event: _____

Date of Event: _____ Start Time: _____ End Time: _____
(Maximum six (6) hours which includes set up and clean up)

Estimated number of guests:
Over 21 years of age: _____ 21 years of age and under: _____

Food will be served: Yes No Alcohol will be served: Yes No
(Alcohol at Approved Community Events *ONLY*)

Caterer (if applicable): Attach Caterer's current Certificate of Insurance

Caterer Name and Phone : _____

Payment Information (checks payable to "Gladiolus Preserve HOA")

Security Deposit: \$ _____ Check # _____

Rental Fee : \$ _____ Check # _____

The Management Company will officially reserve the facility subject to availability upon receipt of Caterer's Certificate of Insurance (if applicable), Security deposit, Rental fee, and your signed rental agreement.

Declaration

I am a member in good standing of Gladiolus Preserve Homeowners' Association and have read and understand the Rental Agreement as well as the rental rules as put forth in the Rental Policy Information page. I further understand that failure to leave the facility clean, trash free, and in the same good condition as when my rental began will result in a loss of my Security Deposit.

Signed _____