

# SOUTHAMPTON POINTE CLUBHOUSE

## Rules and Procedures

- 1) The Southampton Pointe Clubhouse is open for the use of Southampton Pointe property owners and their accompanied guests. Areas included for the reservation are the large Clubhouse room, kitchen area and restrooms.
  - a. The billiard room and pool area are available for access, but not for reserving private events.
  - b. Alcohol and glass are not permitted in the pool area.
- 2) The Clubhouse is available for one reservation per weekend (Saturday or Sunday), and after office hours on weekdays (6:00-10:00pm).
- 3) Any owner reserving the Clubhouse must be current on their POA assessments.
- 4) Events must be scheduled through Southampton Pointe Clubhouse manager (843-881-7672). Member Rental Rate is a flat fee: **\$150 day rental**
- 5) All events require a \$250 refundable security deposit (separate check from rental fee) due at the time of reserving the Clubhouse facility.
- 6) Host agrees to the following clean-up responsibilities before leaving/locking the facility:
  - a. All garbage generated must be bagged and removed from the premises.
  - b. Furniture arrangement and the facility must be left in the condition in which it was found.
  - c. The facility will be inspected by the cleaning service by noon the following business day after the event.
  - d. Any damage in excess of the cleaning fee will be billed to the hosting property owner.
- 7) The refrigerator and freezer are available for use during Clubhouse rental, however:
  - a. All food items for the event must be removed and/or bagged with garbage to dispose of and removed from premises following the event.
  - b. Any food or beverage items that are in the refrigerator and kitchen area prior to the event are not available for use by the event host or their guests (these belong to the POA Board of Directors and the Association Management).
- 8) Keys must be picked up at Southampton Pointe Clubhouse office the last business day before the event.
  - a. After event, ALL doors must be locked: front door, glass door to restrooms, and two doors from Clubhouse to pool area.
  - b. Keys must be returned immediately after the event; if event is on a weekend, please lock up all doors, put the key in an enclosed envelope and put through the mail slot at front door.
- 9) Lost keys or keys not returned will result in all costs of re-keying and key distribution being charged against the property owner's POA account.
- 10) If the event requires removal of the furniture in the Clubhouse, the resident hosting the event must make arrangements to have the furniture moved and replaced immediately after the event. Any damage to the furniture will be at the booking party's expense.
- 11) POA sponsored social functions will have priority over private events.
- 12) **The property owner reserving the facility is responsible for the conduct of all guests associated with a private activity.**
- 13) Closing hours for Clubhouse functions is at 10:00pm sharp.

- 14) If any persons remain within the Clubhouse facility after 10:00pm, additional fees will be incurred.
- 15) Events organized chiefly for minors **MUST** be supervised by responsible adults (21+ years old) at all times and in all areas.
- 16) Neither the community management company nor the POA assumes any liability for personal injury to or for the loss of personal property of property owners or their guests using the Southampton Pointe facility.
- 17) The POA and community manager reserve the right to refuse use of the facility by any group or organization whose size is likely to strain the facilities or constitute a hazard in the event of fire or other emergency.
- 18) **SMOKING IS NOT PERMITTED INSIDE SOUTHAMPTON POINTE CLUBHOUSE AT ANY TIME.** Smokers outside the building are required to dispose of their cigarette butts properly.
- 19) By order of the Fire Marshall, no grilling, grease cooking or deep frying will be allowed in the Clubhouse or in or near any pine straw or mulch areas.
- 20) Host agrees to respect the "Quiet Enjoyment" of the residents of the community, per Article 14.6 of the Southampton Pointe POA Master Deed.
- 21) No one under the age of 21 may reserve the Clubhouse facility.
- 22) Hosting property owners will take full responsibility for locking up and securing the building and storage areas before leaving.
- 23) No pets are permitted within the Clubhouse facility at any time.
- 24) No fireworks of any kind are permitted at or near the Clubhouse facility at any time.
- 25) Renters of units in Southampton Pointe may book the facility. Property Owner must co-sign this application. Owner assumes full responsibility for the event including the conduct of their tenant and all guests, and any damage that may occur.
- 26) Alcoholic beverages may be in the Clubhouse but the liability is the responsibility of the homeowner. If there will be alcohol for the event, homeowners are **required to obtain a rider added to their homeowner's insurance policy** for the date of the event. You may contact your insurance company for additional information regarding this item. **The insurance policy must be provided to the Association management at least 3 business days before the scheduled event.** The special event rider must include the following:
  - a. Attendee Limitation with correct number of guests indicated expected to attend.
  - b. Ensure there is liquor liability coverage with a minimum of \$1,000,000 coverage.
  - c. The unit owner will hold Southampton Pointe Association, its' officers, employees and agents harmless from and against any and all claims, fees, penalties including reasonable attorney's fees, arising out of use of clubhouse facilities; and will defend and indemnify Southampton Pointe POA against such whether actual or alleged.
  - d. Must include Southampton Pointe Property Owners Association, Inc. as an Additional Insured on the policy.
  - e. Alcohol will not be permitted around the pool area.
- 27) **COVID-19 Disclaimer:** The host/signer of this agreement must notify all guests *prior to* attending the event that they will be doing so at their OWN RISK. The Association will not be held responsible for any risks, injuries or illness(es).

x \_\_\_\_\_ *Initial to indicate you have read these Rules & Procedures and understand Item #26 & 27*

