

Clubhouse Rental and Use Policies

Overall Philosophy: The Clubhouse is a shared space available to all residents. Priority in the use of the Clubhouse is determined by the HOA Board upon recommendation from the Clubhouse Committee. HOA sponsored meetings and functions have been determined to have priority.

Rental Policy

The Clubhouse may be rented to residents for approved special events and functions, as a means of accommodating residents needs and desires to host said events and functions, and as a means of assisting in the financial support required to maintain the Clubhouse in the best possible condition for all residents. All rentals begin with application to the Clubhouse Reservation Chairperson.

1. If a resident desires to reserve the Clubhouse exclusively for their event or function, restricting use of the clubhouse from other residents at the same time, a \$50.00 fee and \$100.00 security deposit shall be imposed regardless of group size.
 - a. An additional fee of \$10 is charged for reservation of the patio and use of the Grill.
 - b. The pool may not be rented or reserved by residents for exclusive use.
 - c. The Fitness Room and Library are not available for rent and are not available to guests attending an event at the Clubhouse.
2. The resident/host of a gathering/event is required to be present for the entire gathering/event and assumes responsibility for cleanup and the condition of the Clubhouse as specified within the Reservation Agreement. This should be no later than 10am of the day after the event.

General Policies

1. If a group of residents desire to hold a resident activity at the Clubhouse which does not restrict use of the Clubhouse by other residents, and, from time to time, may include non-resident guests invited by participating residents, no fees will be charged. An example would be a resident game night. These activities should be noted on the Clubhouse Calendar, with notice to the Clubhouse Reservation Chairperson (once, if a regularly repeating activity).
2. If a resident would like to host a meeting/function at the Clubhouse, and this does not prohibit other residents from using the Clubhouse at the same time, No Fee will be required, (providing kitchen facilities are not used). Use of the kitchen facilities requires

the imposition of a written agreement with requirements and fees as specified in "Rental Policy 1." (above).

3. Occupancy is limited to a maximum of 92 persons.
4. The Clubhouse may not be reserved for a major holiday; i.e. Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Even or Christmas Day, New Year's Eve or New Year's Day.
5. Although the pool cannot be reserved for exclusive use per "Rental Policy 1.2." (above), the pool can be used by guests of the resident but must be shared with residents. The resident **MUST** be in the pool area if guests are using it. Tables and chairs in the pool area cannot be removed and placed in the Clubhouse or on the patio to support a reserved event.
6. The pool table is available for use, but any damage to the top is the responsibility of the Renter. There is a ping-pong conversion table available. The four pieces and supporting boards are stored under the pool table. There are 2 vinyl coverings, one for the pool table and one for the ping-pong table. Please do not place anything. I.e: coats on the table. When catering special events, the ping-pong conversion tabletop should be placed on top of the pool table, is essential to protect the pool table.
Do not set any item directly on the pool table.
7. The Clubhouse cannot be reserved for political or commercial uses.
8. No pets or animals of any kind are allowed in the Clubhouse or the pool fenced in area at any time.
9. Both the Clubhouse and Pool Area are non-smoking facilities.

The Villas at Canandaigua

The Clubhouse Reservation Process

The following steps should be taken if you wish to rent the clubhouse for a party or several hours:

1. Contact the rental chairwoman, : Barbara Kutner (mkutner661@aol.com) 585 .354-1791.
2. For residents desiring to reserve the Clubhouse exclusively for their event or function Barb will check on the availability of the clubhouse for rental and then will give the renter a reservation packet. The renter fills out the information requested in the packet and returns the reservation form with 2 checks - \$50.00 for rental and one for \$100.00 as a security deposit. Both checks should be made out to "Villas of Canandaigua". The \$100.00 security check will be returned if everything is in order after the event.
3. The rental chairwoman adds the date of the event to the clubhouse calendar.

For Use of the Clubhouse For Small Group Meetings, Card Parties, Etc.

Please contact the rental chairwoman to see if the date is available.

The chairwoman will OK the date and add it to the clubhouse calendar.

Please do not just add the date to the calendar yourself. The chairwoman must be consulted to ensure the space is available for your date.

The Villas at Canandaigua
Clubhouse Reservation Form

Date Submitted: _____

Resident Name: _____

Please Print

Address: _____ Phone: _____

Event Description: _____ No. of Guests: _____

Event Date: (day of week) _____ Date: _____ (month/day/year)

Event Time: _____ am/pm to _____ am/pm

Please make out two separate checks payable to: **Villas at Canandaigua**. The first should be in the amount of \$50.00 for the rental fee. The second should be in the amount of \$100.00 for the security deposit. The security deposit is fully refundable if there are no extraordinary cleaning expenses and/or noted damage to the reserved facilities/areas.

Please check the area to be reserved.

_____ Clubhouse only - \$50.00 Rental Fee

_____ Clubhouse, patio and grill (includes propane) – \$60.00 Rental Fee

When catering special events, the ping-pong table top is essential to protect the pool table. **Do Not set any item directly on the pool table.**

By my signature below, I acknowledge that I have read the attached Clubhouse Rental and Use Policies; Clubhouse Rental Procedure; Clubhouse Rental Clean-Up Check List; and I agree to abide by them.

Renter: _____

Date: _____

Clubhouse Rental Clean-Up Check List

Event Date: _____

Renter: _____

Kitchen:

_____ Empty the refrigerator and freezer of foods, ice, etc.

Do not leave bags of ice in the freezer.

_____ Wipe countertops and sink.

_____ Mop/sweep floor/Vacuum

_____ Clean stove and microwave (if used)

_____ Remove all belongings from premises including trash and recyclables.

Do not leave recyclables in the building.

Great Room and Meeting Rooms:

_____ Return all tables and chairs to original positions and locations.

_____ Wipe down and dry all tables.

_____ Remove all decorations.

_____ Turn off fans, lights, oven, and fireplace.

Bathrooms

_____ Flush toilets

_____ Empty Trash

_____ Make sure outside bathroom doors are locked.

***For reservations including the patio: Umbrellas must be tied down following use.**