

## Governors Grant Clubhouse Reservation Policy/Form

Effective May 1, 2016 the fees for renting the Clubhouse are as follows:

- \$125.00 Rental Fee (Non-refundable)
- \$250.00 Deposit (Refundable)

\*\*\*The deposit will be returned to you if there are no damages to the facility after your event.

***Fees should be paid with separate checks so that the deposit can be returned to you after your event.***

Please make checks payable to Governors Grant POA.

***Read and sign the Reservation Policy/Form, and return along with your checks to:***

*Southern Community Services  
Attn: Kristina Faure  
PO Box 290189  
Columbia, SC 29229  
kfaure@trustscs.com*

### **Scheduling the Clubhouse Rental**

- You may call/email Kristina Faure or check the calendar at <http://my.calendars.net/ggpoa> for available dates.
- The clubhouse is for Governors Grant property owners and their guests only.
- The property owner using the building must be present during the function at all times.
- No commercial business activity is allowed.
- Reservation will be confirmed by email after Reservation Form and payment are received.
- Reservations must be made 2+ weeks in advance. Last minute reservations will not be allowed.
- Access the facility by using your assigned pool card/fob. If you do not have a card/fob please note that on Reservation Form so that one can be assigned to you.

### **Information about the Clubhouse**

- There is a kill switch located near the alarm control panel beside the door which will allow the door to remain unlocked during the function. You must flip the switch up when you leave the building or the door will not lock.
- The office is not part of common areas and is not available to the homeowners.
- A switch on the top row of the left side wall turns on all outlets. Leave on at all times.
- Do not tape or attach anything to walls or furnishings. Table and mantle pieces are fragile and should not be handled. Do not move furnishings without prior permission.
- Do not park in the grass. You are responsible for your guests.
- The property owner who rents the clubhouse is responsible for any and all damages that occur during the rental and for damages that occur if you leave the doors unlocked.
- Failure to abide by any of these guidelines, shall result in suspension of rental privileges and the applicable fines.

**Cleanup- Please clean immediately after your party. Failure to clean before the cleaners arrive the next day may result in forfeiture of part or all of your deposit.**

- Please bag all trash and leave it inside the back door. Empty the refrigerator.
- Return all tables and chairs to the storage closet.
- Wipe counters and wipe up spills on the floor.
- Turn off all interior lights. Leave porch lights on.
- Fans remain on at all times. Do not turn them off.
- Lock the rear door and all windows before exiting the building.
- Return thermostat heater to 65 degrees in winter and air conditioner to 80 in summer before leaving the building.

<b>NAME</b>	<b>EMAIL</b>	<b>PHONE #</b>
<b>ADDRESS</b>		<b>EVENT DATE</b>
<b>FUNCTION TYPE</b>	<b>START TIME</b>	<b>END TIME</b>

I agree to abide by the GGPOA Clubhouse rental rules. I assume responsibility for any damages incurred by me or my guests, and understand that violations will result in fines and could result in suspension of my association privileges.

<b>SIGNED</b>	<b>DATE SUBMITTED</b>

