

**LAUREL LAKES CLUB HOUSE RESERVATION CHECK LIST**

**Security Deposit: Check or Cash Date Received:** \_\_\_\_\_

<b>Inspection Check List</b>	<b>Before</b>	<b>Condition Comments</b>	<b>After</b>	<b>Condition Comments</b>
Furniture cleaned & returned to original position				
Furniture from storage area returned & stacked neatly (not blocking windows, doors, or walkways)				
Kitchen Cleaned including floors, sink, refrigerator				
All leftover drinks and food removed				
Ovens Clean & Off				
Floors Cleaned				
Decorations removed – no holes or punctures in walls or woodwork				
Pool Deck area restored (If used)				
Rest Rooms cleaned and trash removed				
A/C or Heater set to 76 degrees				
Windows and Doors locked and secured				
Lights turned off including outside lights				
All Trash picked up and removed from facility				

LAUREL LAKES CLUBHOUSE RESERVATION AGREEMENT revised 7/24

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ until \_\_\_\_\_

Type of Event \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Rental Agreement: The undersigned reserves the Laurel Lakes Clubhouse facility (the "Clubhouse") for use for a private function to be held on the date and times specified above (the "Event"). The rental includes the exclusive use of the large meeting room and the adjoining kitchen. It is acknowledged that such reservation and rental shall be subject to and upon the terms, conditions and restrictions set forth in this Clubhouse Reservation and Rental Agreement (the "Agreement").

1. Only those homeowners (and tenants of homeowners) who are in "good standing" under our Declaration and Florida Statue HOA 720.305 can reserve the Clubhouse. This means that the owners must be current in the payment of their assessments and other financial obligations to the Laurel Lakes Association, Inc. (the "Association") to be eligible to reserve the Clubhouse. All tenants desiring to reserve the Clubhouse must provide the Association and/or its designee with a current copy of the executed lease for their respective home within the Community. No oral or non-written leases will be acknowledged.
2. The Clubhouse may be reserved for a maximum of 10 hours including the time for set-up prior to the event and clean-up after the Event. The latest an event may conclude is 10PM.
3. The undersigned is responsible for ensuring that its guests are made aware of and comply with all applicable Rules and Regulation of the Association concerning the use of the Clubhouse and related facilities during the Event.
4. The undersigned or an immediate adult family member residing with the undersigned at the above-identified address must always be present at the Clubhouse during the Event.
5. Due to the fire code and building occupancy rating, no more than eighty-five (85) people may attend at any time during this Event.
6. The renter must provide at their expense all supplies including garbage bags, plates, napkins, cups, silverware, paper towels, etc. Limited kitchen supplies are available and must be returned.
7. All event activities for this event shall be confined to the Clubhouse.
  - a. The use of the tables and chairs within the Clubhouse are available for use and must be returned to their original location at the conclusion of the Event.
  - b. The use of the of the pool deck and pool may be used by the undersigned and their guests during the Event. However, the undersigned acknowledges and agrees that such use is not exclusive and that other homeowners and their guests may use the pool deck and pool during the Event and that the undersigned will not attempt to prevent or discourage such concurrent use and enjoyment.

- c. Food served at the Event are restricted to the Clubhouse and the covered portion of the of the Pool Deck.
  - d. Use of the pool must follow the posted rules. Use of the remaining common areas including the tennis and pickleball courts is prohibited.
  - e. The bathrooms within the clubhouse are available for the event but not the workout facility withing the building.
8. The following items are not allowed at the event:
  - a. Bounce houses, trampolines, water or inflatable slides, mazes, portable playground equipment, batting cages, carnival games, petting zoos, fireworks, and pony rides.
  - b. No birdseed, rice, confetti, glitter, or other substitutes shall be used or allowed in the Clubhouse and/or the Association Common Property areas or grounds.
  - c. No nails, tacks, pins and/or adhesives (other than removable tape) shall be used to hang and/or affix decorations. The undersigned shall be responsible for repairing and restoring any damage caused to the Clubhouse walls, ceilings and/or floors in connection with the affixing of any decorations for the Event. Under no circumstances shall existing Clubhouse decorations be removed or taken down.
  - d. The use of electronic cigarettes vaporized "vape" smoking, or the smoking of pipes, cigars, cigarettes, and/or any other tobacco product IS NOT PERMITTED in the Clubhouse or the Common Areas.
9. The undersigned acknowledges that the Clubhouse is in a residential neighborhood and agrees to respect the right of privacy and peaceful enjoyment of the residents in the community. Any noise or activity by the undersigned and/or their guests that unreasonably disturbs or disrupts the peaceful and harmonious nature of the community shall be deemed a violation of this Agreement and the Event may be terminated by a member of the Board of Directors of the Laurel Lakes HOA.
10. The undersigned agrees that it shall not conduct or permit its guest to conduct any illegal or illicit activity upon or about the Clubhouse premises, the Association Common Property area and grounds or within the Laurel Lakes Community.
11. The undersigned shall, at its sole cost and expense, obtain all permits, licenses and/or governmental approvals necessary and/or required in connection with the Event (if any).
12. Special Event Clause - If alcoholic beverages will be served or are served during the Event, the undersigned shall observe and comply will all applicable laws relating thereto.
13. All guests parking shall comply with the Associations Declarations Section 7.10 Motor Vehicles, Florida Statute §715.07 - Vehicle Towing and the Association Parking Rules & Regulations, attached is "Exhibit A". Under no circumstances shall the undersigned permit any guest to park upon any Association Common Property areas or vacant land and all street parking shall be confined to those portions of the south side of Barton Farms Boulevard and the west side of Harvest Drive that do not have sidewalks located adjacent thereto. The undersigned shall be responsible for ensuring that their guests comply with the foregoing and further acknowledges that any violation of the Parking Rules & Regulations can and may result in the towing of offending vehicles.
14. On the day of the Event, the undersigned shall arrange for and conduct a physical inspection and walk through of the Clubhouse and related facilities for the purpose of identifying any existing damage and/or defective conditions needing repair. The undersigned is solely and exclusively

responsible for documenting such damage and/or defective conditions, and for reporting the same, in writing, to the Association. Any failure to document and report any damage or defective conditions prior to the Event may result in potential liability for the cost and expense of repairing such defective conditions and/or restoring such damage.

15. 14. The undersigned shall immediately clean the Clubhouse upon the conclusion of the Event and shall:
- a. Remove all decorations and personal effects.
  - b. Return all Clubhouse furniture to its original position and location.
  - c. Sweep and clean the Clubhouse floors.
  - d. Clean the kitchen (including the floors) and any appliances used, and confirm that the oven/stove, if used, has been turned off.
  - e. Clean the bathrooms.
  - f. Set all Clubhouse thermostats to 76 degrees.
  - g. Turn off all lights, including inside and outside lights (except for the light in the cupola, which must remain illuminated at night)
  - h. Pick up and remove all trash and take the same home for disposal.
  - i. Lock and secure all windows and doors (if window/glass door breakage occurs during the Event, the undersigned is responsible for securing the premises prior to departure)
  - j. Document, in writing, any damage to the Clubhouse that occurred during the Event.
16. At the time of submission of this Agreement, the undersigned shall remit to the Association, by a separate check, a security deposit in the amount of three Hundred Dollars (\$300.00) Should the undersigned violate the terms of this Agreement, the amount of the Security Deposit to be forfeited shall be determined by the Board of Directors of the Association, in their sole discretion, upon a review of the circumstances. Such a decision shall be final and binding upon the undersigned.
17. In accordance with the Governing Documents of the Association, no business shall be conducted within the Common Areas of the Community, including within the Clubhouse. As such, no rental for the promotion of any business will be allowed.
18. The undersigned expressly and knowingly assumes any and all responsibility and liability for the rental of the clubhouse and agrees to indemnify, defend and hold the association, its board of directors, their agents and their respective successors in interest harmless, from and against any and all claims, damages, actions, liabilities, losses, penalties, fines, costs and/or expense of whatever kind and/or nature (together with court costs, expenses of defense and reasonable attorney's fees), arising out of or in connection with, directly or indirectly, the event and/or the rental and use of the Clubhouse, including, but not limited to, injury to or death of any person or damage to or loss of any property, whether foreseen or unforeseen.

Submitted this \_\_\_\_\_ of \_\_\_\_\_ By: \_\_\_\_\_

\$300.00 Security Deposit is Required upon Signing of the Agreement and Accepted on behalf of the Association by: Name: \_\_\_\_\_

## EXHIBIT "A" RULES AND REGULATIONS CONCERNING PARKING OF MOTOR VEHICLES

Laurel Lakes Association, Inc. (the "Association") Approved by the Board of Directors in June, 2011  
Effective Date - October 16, 2011 (revised January 24, 2018 Florida Statutes)

In accordance with the rights of the Association set forth in Section 3.07(e) of the Master Declaration of Easements, Covenants and Restrictions for Laurel Lakes, Inc. (the "Declaration"), the following Rules & Regulations Concerning the Parking of Motor Vehicles are hereby adopted and set forth by the Board of Directors of the Association:

1. Purpose. The purpose of these Rules & Regulations is to protect the safety and welfare of the owners and residents within the Community. These Rules & Regulations are intended to supplement the provisions of Section 7.10 of the Declaration and to establish a uniform manner of enforcement thereof.

2. Additional Parking Restrictions. In addition to those parking restrictions contained in Section 7.10 of the Declaration, no motor vehicle, including any conventional passenger automobile (as defined in the Declaration), whether belonging to an owner, a member of the family of an owner, a tenant or the guests and/or invitees thereof, shall be parked on or along any street, roadway, and/or accessway located upon the Common Property during or between the hours of 12:01 AM until 5:00 AM weekdays and 1:00 AM until 5:00 AM on weekends, provided, however, the foregoing restriction shall not apply on January 1st of each year, so as to accommodate celebrations of New Year's Eve/Day. In addition, at no time shall any motor vehicle, including any conventional passenger automobile, whether belonging to an owner, a member of the family of an owner, a tenant, or the guests and/or invitees thereof, be parked on or along any street, roadway, and/or accessway located upon the Common Property in violation of the following:

- (a) within fifteen (15) feet of a stop sign and/or intersection.
- (b) within ten (10) feet of a center island and/or other traffic separator.
- (c) within five (5) feet of any private mailbox.
- (d) facing opposite the flow of traffic. (e) blocking any private residence driveway.
- (f) blocking obstructing or materially impeding passage of pedestrian traffic on any sidewalk.
- (g) opposite another motor vehicle parked on the other side of the street, roadway and/or accessway, so as to impede the free-flow of two-way traffic and/or impeding the flow of any emergency vehicle(s) in response to any emergency within the Laurel Lakes Community (Florida Statutes 316 & 407 emergency vehicle easements for emergency vehicle right-of-way and access).

3. Towing of Vehicles. Any motor vehicle parked upon the Common Property in violation of Paragraph 2 above and/or Section 7.10 of the Declaration, shall be subject to towing and impound, at the expense of the owner thereof, without further notice from or warning by the Association. The Association shall contract with an independent third party towing company to enforce these Rules & Regulations as well as the restrictions contained in Section 7.10 of the Declaration, and such third party towing company shall be solely responsible and liable for the proper and effective enforcement thereof (subject to the terms and conditions of Florida Statutes 715.07, as such may be amended from time to time) and neither the Board of Directors of the Association nor the Association shall have any liability in connection therewith.

