

# LANSDOWNE

## Clubhouse Rules/Regulations

- 1) The clubhouse may only be reserved for events sponsored by a Lansdowne homeowner in good standing.
- 2) Damage due to the misuse of the facility is the responsibility of the homeowner and will be assessed accordingly with fees paid within thirty (30) days of incident.
- 3) Lansdowne homeowner must be present at all times during any use of the clubhouse and shall be personally responsible for the behavior of their guests at any reserved function.
- 4) Homeowner will complete a reservation form and return to Clubhouse Committee with necessary deposit and fees at the time of reservation.
- 5) Only one (1) rental of the Clubhouse per month is permitted per household. No homeowner may make a reservation with the intent of enabling some ineligible person to use the clubhouse, or to allow another homeowner to avoid paying fees.
- 6) The Lansdowne Clubhouse is to be used for gathering purposes only, and may not be used as a guesthouse for overnight accommodations of a homeowner and/or guest.
- 7) Alcoholic beverages may be consumed in accordance with local and state laws and in accordance with Clubhouse reservation form.
- 8) Because of the close proximity to the pool, glass objects (bottles, glasses, cups, etc.) are not permitted outside of the rear of the building (by the POOL).
- 9) For events with a majority of attendees between the ages of 17 and 25, an off-duty Suwanee Police Officer must be hired at the expense of the homeowner renting the clubhouse for the duration of the event.
- 10) Loud music must cease at 10:30 p.m. (Sun-Thurs) and by 12:00 a.m. on Friday and Saturday. Indoor events will cease at 12:00 a.m. (Sun-Thurs) and 2:00 a.m. on Friday and Saturday.
- 11) Do not use paint, tape, or tacks on the walls or ceiling when decorating.
- 12) Rule violations, including parking and excessive loud music/noise will result in forfeiture of security deposit and one (1) year suspension of Clubhouse use.
- 13) No smoking in the Clubhouse.
- 14) No pets are allowed in the Clubhouse. (ADA compliance is the exception)
- 15) No wet bathing suits are allowed in the Clubhouse carpeted area.
- 16) If kitchen is used, it must be returned to its original condition. All personal food items and utensils must be removed from the refrigerator, microwave, cabinets and countertops.
- 17) Please return all furniture to its original position if moved. If you move the furniture, please do not push or slide it across the floor.
- 18) All balloons, strings, streamers, etc. must be removed at the conclusion of event, including, those caught in ceiling fans.
- 19) Absolutely no Lansdowne equipment, furniture or other property may be borrowed without the expressed written permission of the HOA board.
- 20) Failure to comply with any of the rules and regulations will result in a forfeiture of the renters security deposit.

### **RENTAL FEES**

2 checks will need to be written to: Lansdowne HOA

- 1) **\$75.00** refundable security deposit
- 2) **\$90.00** or **\$40.00** depending upon which option is chosen below.
  - A) **\$90.00** (rental fee of \$40.00 with the \$50.00 cleaning service option)
  - B) **\$40.00** (rental fee with self-clean option)
  - C) Active Lansdowne Committee members will receive a 50% discount on rental fee (Committee Chairperson must approve the participation discount)

**CLUBHOUSE MUST BE CLEANED BY 10:00A.M. THE DAY FOLLOWING THE EVENT**

I have read the rules and regulation and agree to comply with ALL rules and regulations above:

\_\_\_\_\_ Renter's Signature

# **LANSLOWNE** Clubhouse Reservation Agreement

The Clubhouse facility is designed to be used by homeowners and their guests. The clubhouse may be used for private parties sponsored by and attended by a member in good standing. To make a reservation, call or e-mail the clubhouse coordinator designated on the community website [www.lansdowne-suwanee.com](http://www.lansdowne-suwanee.com).

This document is intended to represent the entire between the Lansdowne resident (hereinafter named as "I," "homeowner", or "owner") and the Lansdowne Homeowners Association (hereinafter named as "Lansdowne Community Association", "Lansdowne HOA" or Association') concerning the use of the Lansdowne Community Clubhouse.

**(Please answer questions 1 through 4 and fill in last page):**

1. I agree to reserve the Clubhouse of the Lansdowne Community Association (\$40.00) on \_\_\_\_\_ (date) under the terms and conditions set forth below and including the Lansdowne Rules and Regulations for the Clubhouse.
2. The function will be held between the hours of \_\_\_\_\_ and \_\_\_\_\_, no later. I understand that continued use of the Clubhouse Facility after the hours for which it has been reserved will constitute a breach of the agreement and will result in forfeiture of my deposit and possible suspension of clubhouse privileges.
3. I am reserving the Club Facilities for the purpose of \_\_\_\_\_ which will be attended by not more than \_\_\_\_ people (clubhouse maximum allowed is 70 based on fire code).
4. Alcohol **will** / **will not** (circle one) be consumed at my party/function.
5. For any private party with a majority of attendees between the ages of 17 and 25, an off-duty Suwanee Police Officer must be hired at the expense of the homeowner renting the clubhouse for the duration of the event.
6. No illegal drugs allowed - deposit will be forfeited and police will be notified.
7. Deposits and Rental Fees:
  - A reservation deposit in the amount of **\$75.00** is required at the time of reservation. Checks for the deposit must be drawn on the account of individual member who signs this reservation agreement. The Clubhouse Committee will return this check un-cashed after inspection if no major cleaning or damage repair is required.
  - A rental fee of **\$40.00** is required at the same time as the reservation deposit. The deposit check and usage fee must be on separate checks, both payable to the Lansdowne HOA.
  - If the renter elects the cleaning service, a Cleaning Fee of **\$50.00** will need to be paid at the time of reservation and the check needs to be payable to: **Lansdowne HOA**
  - See section 22 for cleaning instructions for the Clubhouse.

8. Cleaning and Damage Charges
  - I understand and agree that above noted deposit will be used to pay for abnormal cleaning costs and any and all damages resulting to the Club Facilities, its contents or any other portion of the property from any actions of persons present at, or attending, or in any other way related to by function.
  - Lansdowne Clubhouse Clean-Up checklist will be used as basis. I understand that any charges made against my deposit will be explained. If the cost of repairs exceeds the amount of my deposit, I agree to pay the Association the full costs of all repairs within ten (10) days of receipt of a written explanation of the damages and a bill for the Association for such repairs.
  - I agree that all deposits, fees, and expenses incurred by the Association as a result of the use of the Club Facilities under this agreement shall be considered an assessment and constitute a lien against my property and shall be full collectible as such as provided in the Association's Declaration and by-laws.
  - I understand that failure to pay damage fees will cause user privileges to be suspended until reimbursement is made.
  
9. I assume all responsibility, risks, liabilities and hazards incidental to the activities applied for (including but not limited to serving of alcoholic beverages) and hereby release and forever discharge the Association, its officers, directors, employees, agents, and members, past, present and future, from any injury or death and damage to or destruction of property arising from my use of the Club Facilities and its appurtenances.
  
10. I agree to defend, indemnify and hold harmless the Association, its officers, directors, employees, agents and members, past, present and future, from any and all claims, costs, causes of action and liability (including, but not limited to, attorney's fees) for any injury, to either person or servants, guests, invitees or any member of the Association or any other person which arise from or in any way related to the use of the Club Facilities and its appurtenances.
  
11. I assume all responsibility for the actions and behaviors of all persons present at, attending or in any other way related to my function and agree to be personally responsible for causing all such persons to comply with the Association's Declaration, by-laws and Rules and Regulations. I acknowledge that violation thereof by any person present at, attending, or in any other way related to my function may, at the sole discretion of the Association's Board of Directors, result in forfeiture of my deposit.
  
12. I understand that when reserving the Clubhouse, I am being granted exclusive use for the time period described above. This use is subject to the right herein reserved by the Association to enter the Club Facilities and terminate my use thereof should the conduct of any person using the facility endanger the health, safety, or well being of any person or constitute a nuisance or threat to any property.

13. I am a homeowner at least twenty-one (21) years of age and will be in attendance at my function. I hereby agree and represent that the Club Facilities will be used for lawful purposes only and that if any conduct at the function I am sponsoring violates federal, state, or local laws or ordinances, my rights to use the Club Facilities under this agreement shall be terminated and the Association shall have the right to take possession of the Club Facilities and instruct my guest(s) to leave the property.
14. Subject to those deductions provided for in this agreement, the deposit will be refunded in whole or part.
15. I understand that **smoking is prohibited** inside the Lansdowne Clubhouse Facility.
16. I agree to clean in and around all facilities used (to include collect, bag and place all garbage in outside community garbage containers) after use and acknowledge that I have received a copy of the clean-up checklist attached hereto and incorporated herein.
17. I understand that my reservation of the Clubhouse Facility on the aforementioned date will not be confirmed nor will this agreement be binding until such time as the Clubhouse Committee confirms availability to the applicant within 48 hours of request.
18. I have carefully read and understand this form and the Lansdowne Clubhouse rules and agree to be bound by its terms.
19. I will notify the Clubhouse Committee Chairperson immediately of any equipment broken.
20. Keys and security codes to all Lansdowne facilities are property of the Lansdowne Community Association and should not be duplicated or given to non-members.
21. This is an unalterable agreement.
22. Cleanup responsibilities:

\*\*\* Kitchen/Bar area:

**Wipe all counter tops/ cabinets.  
Empty and wipe out  
refrigerator/microwave.  
Sweep and mop kitchen floors.**

\*\*\* Restrooms

**Clean mirrors.  
Clean sink and vanity top.  
Clean toilets and urinals.  
Sweep and mop floor.**

\*\*\* Great Room

**Vacuum carpet, twice if necessary.  
Clean glass doors inside and out.  
Wipe off furniture with an appropriate  
cleaner.**

\*\*\* Trash

**All trash must be bagged and placed in the  
trash bins between the Clubhouse and  
Tennis Courts at the end of the event by the  
renter.**

**NO TRASH (FOOD) CAN BE LEFT IN THE  
CLUBHOUSE OVERNIGHT – INCLUDING  
THE FLOOR**

**Application for Reservation Agreement for  
Lansdowne Clubhouse Facility**

I agree to all the aforementioned statements for reserving the Clubhouse Facility.

NAME (Please Print) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**FOR ASSOCIATION USE ONLY:**

**BEFORE EVENT:**

Agreed and accepted by the Clubhouse Committee \_\_\_\_\_

DATE: \_\_\_\_\_ TITLE: \_\_\_\_\_

Copy provided to above member on \_\_\_\_\_ (date)

Deposit \$ \_\_\_\_\_ Rental Fee \$ \_\_\_\_\_ Cleaning Fee \$ \_\_\_\_\_ (Lansdowne HOA)

**Lansdowne Clubhouse**  
**After Event Checklist**

**Kitchen**

- \_\_\_\_\_ Countertops and cabinets clean
- \_\_\_\_\_ Refrigerator empty and clean
- \_\_\_\_\_ Kitchen floor swept and mopped
- \_\_\_\_\_ Microwave cleaned

**Great Room**

- \_\_\_\_\_ Carpet vacuumed
- \_\_\_\_\_ Glass doors (inside/out)
- \_\_\_\_\_ Furniture cleaned
- \_\_\_\_\_ All decorations removed

**Restrooms**

- \_\_\_\_\_ Mirrors clean
- \_\_\_\_\_ Sinks and vanity clean
- \_\_\_\_\_ Toilets and urinals
- \_\_\_\_\_ Restroom floors swept and mopped

**Trash**

- \_\_\_\_\_ All trashcans emptied  
and placed in trash container

**\*\* Please turn off Heat or A/C and all interior lights \*\***

**AFTER EVENT:**

Deposit Refunded \_\_\_\_\_ Yes \_\_\_\_\_ No

If NO, explain reason why and amount forfeited: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_