



Rules Regarding Use of Community Clubhouse
NO SMOKING ALLOWED IN THE CLUBHOUSE

1. A deposit of **\$75.00** and a non-refundable user fee of **\$25.00** is required. Make checks payable to The Townes at Edwards Mill. The deposit is fully refundable if you leave the property in the condition you found it in.
2. The key must be picked up from Andrea Campbell #41 after 6:30 p.m. before the day of the reservation. Please allow some time to receive instructions on the use of the clubhouse, and review the condition of the clubhouse and cleaning instructions with your Ms. Campbell when you come to pick up the key.
3. The OWNER/RESIDENT reserving the clubhouse must be present at all times during the event. Non-residents may not reserve the clubhouse.
4. Parties are limited to not more than **35** guests.
5. Activities in the clubhouse are to end by 10:00 p.m. on Sunday and no later than 11:00 p.m. Monday-Saturday.
6. Music or any other entertainment must not be audible outside of the clubhouse.
7. The pool may not be used in conjunction with a clubhouse event.
8. Smoking is not permitted in the clubhouse.
9. Guests are requested to park across from the clubhouse on the opposite side of units 55-62. Cars cannot block entryways, fire hydrants, exits, fire lanes or other vehicles.
10. ***No food can be prepared, including use of a grill at the pool, at the clubhouse. All food must be prepared ahead of time and carried in. Paper products provided by the giver of the party are required.
11. The clubhouse is to be cleaned by 10:00 a.m. the day following the party (Sunday included). Cleaning includes but is not limited to: (a) Dry mop all floors, sweep and mop kitchen area, hall to baths, baths, living area. (b) Check all parking area and grounds around the clubhouse for trash, bottles, cans, etc. (c) Remove all trash your party created to the dumpsters, including leftover ice and reline all trash cans you emptied (d) Clean kitchen area, countertops & baths including fixtures. Cleaning supplies are in the hallway. (A check list is attached)
12. The exterior doors must be kept closed at all times to minimize heat or cooling loss. Turn off all lights when you are through.
13. Arrange to meet with your Association Representative the next day to return the key, inspect the property and receive your refund.
14. Owners are responsible for all damages and cleaning fees in excess of deposit. Prior to the refund of your deposit, you will be required to re-walk the clubhouse and grounds to be sure you have complied with the above with the Association Representative. This is your clubhouse. This is your community. Please be respectful of it.

I understand the above: _____

Name

Unit #

Phone Number

Deposit Check #

User Fee Check #

Acknowledged:

Association Representative

Phone Number