

**Beechwood Shores Property Owner's Association -
Procedures for Reserving and Using the Clubhouse**

We are happy to provide Association members and their invited guests, Clubhouse use, for their enjoyment and are invited to reserve it for parties, meetings, or other events. Please note that all Association members must complete this form to utilize the Clubhouse.

We thank you for your reservation and your help in maintaining our facility.

Beechwood Shores POA Board

Reservation Requirements:

- The Clubhouse must be reserved under an Association member's name through the Clubhouse Coordinator, to ensure no calendar conflicts and done so at least two weeks in advance. The member is the host/hostess of the function and **must be present** throughout the event.
- If the event is advertised as open to the Association, there is no cost to use. Advertising can be accomplished by completing the below comment section with verbiage to all within the Association and will be used in the News flashes and/or Facebook, once approved.
- A Clubhouse rental supersedes an event not being charged if the same date is requested, and all POA sponsored events will take priority over all other events.
- If the event is restricted (i.e., a private event) rent will be charged.
- This reservation will be for the Clubhouse only and does not include a reservation for the pool.

Association Member to complete:

Charge Rent (Y/N)

If **Yes**, read the below monetary information and remaining rules. Sign, date and return the form.

If **No**, the Association member needs to share the communication to be posted to the Clubhouse Coordinator so it can be passed along to those doing the Newsflash and website. Once this has been communicated, the date for reservation will be confirmed. All other rules must be followed as outlined below. Sign, date and return the form.

Association members' communication for advertising.

- A fee of \$200.00 is required, \$100.00 for the rental and \$100.00 for a security deposit. Both the checks and signed agreement should be delivered to the Clubhouse Coordinator.
- Two checks should be written to Beechwood Shores P.O.A. The \$100.00 security deposit will be returned after the rental date, if the cleanup check list is followed and approved. The \$100.00 rental fee is non-refundable.
- Clubhouse inspections will take place by noon the day after the rental and should reflect the motto of '*Leave the place as you found it*'. The security deposit will be returned once the inspection is completed.

Facility:

- The maximum number of people permitted to occupy the Clubhouse inside is 60.
- All parking should be in the gravel parking lot, not on the roadside, unless there are persons with a disability requiring this access. The roadside parking may be used for loading and unloading.
- Members are responsible for supplying their own tableware, paper products and cookware. There is a very limited amount of cooking supplies in the kitchen.
- All functions at the Clubhouse must end by 11:00pm. Once the function is over all cars must be removed from the parking lot. Any cars left behind are subject to towing.
- There is a full-size refrigerator/freezer available to keep foods cold for the event, however all food and beverages must be removed from the refrigerator once the event is over. Anything left will be removed by the cleaning crew.
- Appointed personnel must be able to enter the premises during a rental event, should there be an emergency or there is a need to perform maintenance on the security system.
- The gym will be closed for use during a private rental event.
- The Pool will not be available for use/rental during a private rental event.

Decorations:

- Decorating and/or set up for the event is available at the Clubhouse the morning of the event effective 8:00am unless other arrangements have been made prior to the event.
- No adhesive material, tape, pins, nails, pushpins, staples or tacks are to be used to attach decorations to walls, doors, windows, trim or the fireplace, that would damage the surface in any way. Command strips or hooks and painter's tape are permissible.
- Any damage incurred by decorations will result in an automatic loss of deposit.
- Decorations should be removed at the conclusion of the event, as well as clean no later than 12:00 noon the following day.

Cleaning Checklist:

- Restrooms – ensure the water has not been left running, toilets have been flushed, paper picked up, trash emptied, removed and a fresh bag replaced, countertop wiped clean and lights out.
- Main room, side rooms – chairs and tables are cleaned and returned to storage closet, existing furniture restored to same set up as found, floors are swept and clear of debris.

- Front porch – restore all furniture to it's original positions as found, remove all trash and clean up any spills, turn off ceiling fans and lights. Close and lock all sliding glass doors.
- Kitchen – return kitchenware to cabinet and drawers, wipe clean the stove, microwave, refrigerator, and countertops and sweep/mop floor. Remove all food and beverages from the refrigerator, empty all trash and garbage and replace with fresh bags.
- All cleaning supplies and products can be found under the kitchen sink and in the cleaning closet located on the right side of the hall before the restrooms.
- Reset the thermostat to 75 in the summer and 65 in the winter, turn off all lights, remove all trash from premises and lock the perimeter door after completed.

Additional Information-

I have read the above and agree to follow the procedures of the POA in reserving the Clubhouse.

Sign _____ Print _____

Association Member

_____ Date Signed _____

Address of Association Member

Phone # _____ Timeframe for event _____

Date Reserved _____ Number of attendees expected _____

Return to:

Clubhouse Coordinator - Carol Stauffer, 207 Pine Knob Circle, Moneta, VA 24121 or
Facilities@Beechwoodshores.org

This form is on our Website at www.beechwoodshores.org