

**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.

The Clubhouse must be reserved under an Association member's name through the Clubhouse Coordinator to ensure no calendar conflicts. However, if there is a desire to lock in a specific date for use, then it must be rented, regardless of whether the event is open to the Association.

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 Newsflashes and the POA web site and/or Facebook.

A Clubhouse rental supersedes an event not being charged if the same date is requested, all POA sponsored events supersedes all other events.

If the event is restricted (i.e., a private party) rent will be charged.

This reservation will be for the Clubhouse only and does not include a reservation for the pool. We ask that anyone who reserves the Clubhouse do so at least two weeks in advance.

Please contact the Clubhouse Coordinator to make reservations and get the keys. Contact information may be found below.

Association Member to complete:

Charge Rent (Y/N)

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

Association members' communication for advertising.

- A fee of \$150.00 is required, \$50.00 for the rental and \$100.00 for a security deposit.
- Two checks should be written to Beechwood Shores P.O.A. The \$100.00 security deposit will be returned after your rental date, if the cleanup check list is followed and the cleanup is approved. Inspection of the Clubhouse will take place by noon the day after the rental.
- As set by the Fire Department, the maximum number of people permitted to occupy the Clubhouse inside is 60. An additional 12-18 people can be accommodated on the porch.
- All parking should be in the gravel parking lot, not on the roadside, unless there are handicap persons requiring this access. The roadside parking may be used for loading and unloading.
- Nothing can be used on the walls, trim and fireplace that would damage the surface in any way. Therefore, no tape, pushpins, staples, tacks, nails, etc. can be used when decorating.
- All food and beverages must be removed from the refrigerator. Anything left will be thrown out by the cleaning crew.
- Members are responsible for supplying their own tableware, pots and barbeque equipment. There is a very limited amount of cooking supplies in the kitchen.

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

Beechwood Shores POA Board

Clubhouse Cleaning Checklist-

- Remove all trash/garbage the day of your event and replace the trash bags.
- Do not leave garbage in or at the Clubhouse overnight.
- Clean restrooms, empty trash cans, clean fixtures and mop the floors.
- Clean bar area and kitchen, including range, oven and refrigerator.
- Return kitchenware to cabinets and drawers. Sweep all floors.
- Return tables and chairs to storage closet.
- Remove all food and beverages from the refrigerator.
- Lock all perimeter doors after completed.

Additional Information-

Trash bags, cleaning products, vacuum cleaner, mops, soap and other material are located under the kitchen sink and in the janitorial room on the right side of the hall before the restrooms.

Each property owner is limited to reserving the Clubhouse to twice a month.

If members of your event decide to use the pool, please adhere to the pool rules as posted.

I have read the above and agree to follow the procedures of the P.O.A. in reserving the Clubhouse.

Sign _____ Print _____

Association Member

Phone # _____ Date Signed _____

Date Reserved _____

Return to:

Clubhouse Coordinator - Carol Stauffer, 207 Pine Knob Circle, Moneta, VA 24121 or
carolstauffer22@outlook.com

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