

GODLEY PARK CLUBHOUSE

RENTAL APPLICATION

Rules and Procedures

- (1) The GODLEY PARK Clubhouse is open for the use of GODLEY PARK property owners and their accompanied guests. Areas available for common use include the meeting room, kitchen area, restrooms and pool.
- (2) Community-wide events will be scheduled and held from time to time at the facility, and private events may be scheduled by property owners on a first come/first served space available basis. **The hosting property owner must be in attendance at any scheduled event.**
- (3) Any owner reserving the clubhouse must be current on their POA assessments.
- (4) Events must be scheduled through Bundy Appraisal & Management, Inc.:
 - (a) Small Event – groups of 25 or less – **Member Rental Fee: \$25.00. Deposit of \$150 is required. The property owner is required to issue 2 separate checks for these fees made out to Godley Park HOA.** Furniture arrangement and the facility must be left in the condition in which it was found. All garbage generated must be bagged and removed from the premises. The facility will be inspected by the cleaning service by 12:00 noon the following business day after the event. Any damage in excess of the security deposit will be billed to the hosting property owner.
- (5) Keys will be provided by Bundy Appraisal & Management. Keys must be returned immediately after the event. Be sure to contact us at least one week before the event to arrange to pick up the key.
- (6) Lost keys and keys not returned will result in all cost of re-keying and key distribution being charged against the deposit.
- (7) If the event requires removal of the furniture in the clubhouse, the person booking the event must make arrangements to have the furniture moved and replaced immediately after the event. Any damage to the furniture will be at the booking party's expense.
- (8) POA sponsored social functions will have priority over private events.
- (9) **The property owner reserving the facility is responsible for the conduct of all guests associated with a private activity.**
- (10) Persons occupying the facility after hours, who trigger an alarm event, or whose failure to properly secure the facility allows triggering of an alarm will be charged a fee for time, travel and costs at a rate to be determined.
- (11) Events organized chiefly for minors **MUST** be supervised by responsible adults at all times and in all areas.
- (12) Neither Bundy Appraisal & Management, Inc., nor the POA assumes any liability for personal injury to or for the loss of personal property of property owners or their guests using the Godley Park facility.
- (13) The POA and community manager reserve the right to refuse use of the facility by any group or organization whose size is likely to strain the facilities or constitute a hazard in the event of fire or other emergency.
- (14) **SMOKING IS NOT PERMITTED INSIDE GODLEY PARK CLUBHOUSE AT ANY TIME.** Smokers outside the building are requested to dispose of their cigarette butts properly.
- (15) By order of the Fire Marshall, no grilling, grease cooking or deep frying will be allowed in the Clubhouse or in or near any pine straw or mulch areas.

- (16) Host agrees to respect the “quiet enjoyment” of the residents of the community.
- (17) No one under the age of 21 may reserve the Clubhouse facility.
- (18) Hosting property owners will take full responsibility for locking up and securing the building and storage areas before leaving.
- (19) No pets are permitted within the Clubhouse facility at any time.
- (20) No fireworks of any kind are permitted at or near the Clubhouse facility at any time.
- (21) Renters of units in GODLEY PARK may book the facility. Property Owner must co-sign this application. Owner assumes full responsibility for the event including the conduct of their tenant and all guests, and any damage that may occur.
- (22) Alcoholic beverages may be in the clubhouse but the liability is the responsibility of the homeowner. Homeowners will be required to get a rider added to their homeowner’s insurance policy for the date/day of the party. You may contact your insurance company for additional information regarding this item.

****Checks Payable to****
GODLEY PARK HOA
PO Box 1225
Beaufort, SC 29901

Name of responsible person(s): _____ Apx. # Guests: _____

Address: _____

Phone Number: _____ E-mail: _____

Date of Rental: _____ For the Hours of: _____ am/pm to _____ am/pm

For the Purpose of: _____
(Type of Activity)

Signature of responsible Party(ies) _____

FOR OFFICE USE ONLY

PARTY BOOKED ON CALENDAR: _____
Date Initials

FEE TO BE CHARGED: \$ _____ (NON-REFUNDABLE)

SECURITY DEPOSIT RECEIVED: \$ _____ (REFUNDABLE)

CHECK(S) RECEIVED:

#: _____ AMOUNT: _____

#: _____ AMOUNT: _____

TICKLER SET IN OUTLOOK: _____
Date Initials

ARRANGEMENT FOR KEY TO FACILITY: _____

POST PARTY INSPECTION: _____
Date Initials

REFUND REQUESTED: _____
Date Initials

KEY RETURNED: _____
Date Initials

AMOUNT OF REFUND: \$ _____

If full amount not returned, please specify reason: