

**FAIRWAY SPRINGS HOMEOWNERS ASSOCIATION, INC.  
CLUBHOUSE USAGE REQUEST**

Requester & Event Information

Name:	Reserve Date:	Reserve Time:
Address:	Phone:	Lot#:
Purpose of Event:	# of attendees (120 Maximum)	Current date

Are Dues Current? Yes / No  
(Subject to Verification by Treasurer)

Pre Event Information-

For Clubhouse director use only do not write in areas below

Key Card #:	Date K.C. Given:	Date C Checked:
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Post Event Information-

Date Key card returned:	Date CH Checked:	Deposit return requested:
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**Fees: Usage fee - \$50.00 --- Security Deposit \$100.00 --- No Fee for Memorial Services**

Cancellations must be made 72 hours prior to the reservation date or the use fee will be forfeited.

Complete and sign the Clubhouse Usage Request Form and return to the Clubhouse Director with a check for \$150.00 (Usage Fee + Security Deposit) or two separate checks at least two weeks prior to the date of the event. Checks must be made out to FSHOA.

I, THE UNDERSIGNED, HEREBY REQUEST TO USE THE FAIRWAY SPRINGS CLUBHOUSE ON THE DATE AND TIME SPECIFIED ABOVE, I AGREE TO PAY THE USAGE FEE AND A SECURITY DEPOSIT. THE SECURITY DEPOSIT IS FULLY REFUNDABLE SO LONG AS THE FACILITY IS RETURNED IN A CLEAN AND UNDAMAGED CONDITION FOLLOWING MY USAGE ON THE SPECIFIED DATE ABOVE.

I UNDERSTAND IF THESE CONDITIONS ARE NOT MET, THE FAIRWAY SPRINGS HOMEOWNERS ASSOCIATION INC., WILL RETAIN THE SECURITY DEPOSIT AND I WILL BE HELD LIABLE FOR ANY AND ALL ADDITIONAL DAMAGES WHICH THE FAIRWAY SPRINGS HOMEOWNERS ASSOCIATION INC., MAY INCUR AS A RESULT THEREOF, TOGETHER WITH ATTORNEY FEES AND ALL OTHER COSTS OF COLLECTION,

I HAVE READ AND AGREE TO ABIDE BY THE CLUBHOUSE RULES., BY SIGNING THIS REQUEST FORM, I AM AGREEING TO ABIDE BY ALL ASSOCIATION RULES AND REGULATIONS AND AGREE TO HOLD HARMLESS FAIRWAY SPRINGS HOMEOWNERS ASSOCIATION INC. FROM ANY CLAIM OF LIABILITY IN CONNECTION WITH THE EVENT.

SIGNATURE OF REQUESTER: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_

SIGNATURE OF FSHOA OFFICER OR DIRECTOR. \_\_\_\_\_

FAIRWAY SPRINGS HOMEOWNERS ASSOCIATION INC. CLUBHOUSE RULES OF USE

**Emergency**

If there is any emergency at or with the clubhouse facility, Call 911 and/or the Clubhouse Director (Dan Helphrey 727-457-8751) dhelphrey@gmail.com

**Clubhouse Reservations**

All reservations must be made through the Fairway Springs Homeowners Association Clubhouse Director or his/her assistant or the Treasure.

**Fees and Deposits**

Refer to the Clubhouse Usage Request Form for details. Deposits will be refunded IF: (a) None of the following General Rules are violated and (b) There is no damage, missing items, etc after usage which would require the expenditure of money by the Fairway Springs Homeowners Association.

**General Rules**

- Functions have eight hours including setup and cleanup.
- Clubhouse must be closed by 11:00pm (keycard will not work after 11:00pm).
- Remove all items brought to the clubhouse for the function.
- No attachments are to be taped or affixed to the wallpaper or other wall areas.
- Supplies in the Clubhouse cabinets are not to be used during usage.
- Stove is to be used only for warming already cooked food. No frying or cooking of foods on the stove is permitted as per the Pasco County Fire Dept.
- Any and all trash must be taken with you and placed for pickup at your residence.
- Smoking is not permitted in the Clubhouse.
- Use of the Clubhouse does **Not** include use of the pool or pool area.
- Pets are Not permitted in the Clubhouse.
- Clubhouse is to be used only for personal events such as weddings or anniversary receptions, birthday party's, showers, etc. Clubhouse use for outside organizations including business meetings, office parties, sales organizations, political or religious groups is prohibited. Contact the Clubhouse Director with any questions about possible events.
- Maximum number of quests at the Clubhouse is 120.
- No usage fee or Security Deposit is required for Memorial Service.

In order to receive a full refund of the Security Deposit, the Clubhouse Director will conduct a follow up inspection of the clubhouse to verify that it has been left in the same condition as it was before the usage. Please make every effort to leave the clubhouse in the same condition it was before your event. In addition, the Keycard used to access the Clubhouse **MUST** be returned before a full refund can be made.

Signature of User: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Printed Name of User: \_\_\_\_\_ Phone: \_\_\_\_\_

# **Fairway Springs Homeowners Association Inc.**

## **Clubhouse Agreement**

Lessee shall indemnify and hold harmless lessor against any and all claims, demands, causes of action, suits and judgments (specifically including but not limited to all claims, etc., relating in any way to, or arising from the lessee's use of serving alcoholic beverages during the use and occupancy of the premises), including expenses incurred in connection with such matters, for death or injuries to persons or for loss of, or damage to property arising out of, or in connection with the use and occupancy of the premises by lessee, lessee's agents, employees, or invitees.

The undersigned having received a copy of this agreement above agrees by signature to abide by this agreement.

Signature of Lessee: \_\_\_\_\_

Date Signed: \_\_\_\_\_

## CLUBHOUSE CHECKLIST FOR MEMBERS USING THE CLUBHOUSE

Please check the following items before leaving when your event is over:

- Check that Coffee pots are clean
- Clean oven and tops of stove under burners if used for warming
- Unplug microwave
- Clean kitchen floor
- Check bathrooms...be sure they are clean and locked
- Remove all decorations used for your event
- Clean any spots on carpeting caused during your event
- Vacuum carpeting
- Turn off all lights and turn off fans
- Set all three Air Conditioning thermostats to 78
- Check that all doors are locked, including front gate
- Remove all trash from the Clubhouse

Thank you for your cooperation!