



CLUBHOUSE RESERVATION APPLICATION

I, _____, resident of the unit/home located at _____ of The Lakes, hereby certify that I have read and do understand and agree to abide by the Rules and Regulations for Common Areas as set forth by the Board of Directors. I also understand that this reservation applies exclusively to the Clubhouse Assembly Room and kitchen. It does NOT apply to the pool, spa, patio, deck, or bathrooms. I further understand that I am liable for the cost of damages and/or cleaning occurring as a result of my use of the Clubhouse. As this is a private event, I have engaged my own insurance coverage for this event or, by my signature, shall accept full responsibility for this event. This is NOT a rental agreement.

I have reserved the Clubhouse on:

Day of the week: _____

Date: _____

Times: From _____ To _____

Description of event: _____

Number of people expected: _____

I may be reached at the following:

Home: _____ Business/Cell: _____

Email: _____

Please mail the completed form to Sunstate Management Group at the address below along with **two (2) checks** made payable to Lakes Maintenance Association for the following:

1) \$50.00 (user fee)

2) \$250.00 (deposit)

Signature

Date

Please also email the completed form to rochelle@sunstatemanagement.com

Sunstate Association Management Group
5602 Marquesas Plaza Circle, Suite 103, Sarasota Florida 34233
941.870.4920/P or 941.870.9652/F
email: rochelle@sunstatemanagement.com



YOU MUST ENTER THE NUMBERS PRINTED ON YOUR FOB TO GAIN ACCESS TO THE CLUBHOUSE

FOB # _____ and FOB# _____

Sunstate will activate your FOBS for the day of your event to access the clubhouse

A reservation for the Lakes Clubhouse has been made in your name for the following date: _____ . Please send two (2) checks payable to the *Lakes Maintenance Association*: one check in the amount of \$50.00 (a non-refundable user fee) and one in the amount of \$250.00 for damage and/or cleaning deposit. Mail to **Sunstate Management Group** along with your completed application. Since the reservation has been made in your name, you will be held responsible for any damages that may occur. Below is a list of regulations governing the use of the Clubhouse facility. Please note, to open the door into the hallway, you need to scan your fob, then pull the door toward you then push.

1. The Clubhouse must be cleaned and vacated by 1:00 A.M. and the pool may NOT be used after 10:00 P.M.
2. The swimming pool and lower deck area of the Clubhouse may NOT be reserved. All related pool and spa regulations should be followed. The restrooms will be made available to any resident using the pool, even though the Clubhouse is reserved for private use. There will be NO diving or jumping in the pool, and NO food will be allowed on the pool deck.
3. The Clubhouse may NOT be reserved for commercial use or any illegal purpose.
4. The Clubhouse may NOT be reserved by anyone under the age of 21 or by anyone who is not a resident of The Lakes. **The resident in whose name the reservation is made must be in attendance at all times.**
5. Unsupervised parties of people under the age of 21 are prohibited.
6. The Clubhouse will be inspected by a member of the Clubhouse Committee after the party is over. If there is any extra cleaning to be done, or if there has been any damage, it will be deducted from the deposit. Should there be any damage over and above the amount of the security deposit, the person who reserved the clubhouse and signed the form will be responsible for paying any additional expenses.
7. All clean-up and removal of personal items (including food in the refrigerator, decorations, etc.) must be removed immediately following the party.
8. Any damages must be reported to Sunstate Management Group immediately.
9. The Clubhouse facility maximum capacity is limited to 50 people, as suggested by the Sarasota County Fire Marshal, and a 15 person limit in the swimming pool.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL SUNSTATE MANAGEMENT GROUP AT 870-4920 or email Rochelle, rochelle@sunstatemanagement.com

The Clubhouse address is: 1255 Cottonwood Trail



THE FOLLOWING WILL BE COMPLETED IMMEDIATELY AFTER YOUR EVENT IS OVER AT THE CLUBHOUSE

- _____ **REMOVE ALL trash from premises – Do not leave bagged trash behind**
- _____ **Do not transfer garbage to Rec Center Pick up**
- _____ Refrigerator cleaned and all food removed
- _____ All furniture returned to its prior location
- _____ All personal property removed from the Clubhouse
- _____ Restrooms left as they were found
- _____ Tile floors swept and mopped
- _____ BBQ grills cleaned
- _____ All decorations and fasteners (i.e. thumbtacks, staples) removed
- _____ Pool must remain in the same condition as when you arrive
- _____ All lights must be turned off and all doors locked
- _____ **All access door must be shut and closed securely**

When the above checklist is completed, please sign below and leave the form in the Clubhouse on the Island counter. Only after the Clubhouse Committee has inspected the area and signed below, will the deposit be returned/shredded. Please be aware that if any additional cleaning is required or any damage has occurred as a result of your event, you may receive only a partial refund, or even receive a bill for additional charges.

Signature of Person Reserving Clubhouse

Date

This portion to be filled out only by Clubhouse Committee or its Appointee

_____ The above checklist was completed and the Clubhouse left in satisfactory condition. I hereby authorize Sunstate Management Group to return the user's deposit check in full.

_____ The above checklist was completed, but the following will need additional cleaning:

_____ The above checklist was completed, but the following damage will need repair:

Signed: _____

Date: _____

Sunstate Association Management Group
5602 Marquesas Plaza Circle, Suite 103, Sarasota Florida 34233
941.870.4920/P or 941.870.9652/F
email: rochelle@sunstatemanagement.com