

FACILITY RENTAL POLICIES

Patrons may reserve certain portions of the Amenity Center for private events. **Only the Amenity Center Club House is available for rental and reservations may be made no more than six (6) months prior to the event. In addition, each household may rent a portion of the Amenity Center only once per quarter of the calendar year.** Persons interested in doing so should contact [Amenity Manager](#) regarding the anticipated date and time of the event to determine availability. Please note that all areas of the Amenity Center are unavailable for private events on the following holidays:

Easter Sunday	Thanksgiving	Memorial Day
Christmas Eve	Christmas Day	Labor Day
New Year's Eve	New Year's Day	4 th of July

(1) *Available Facilities:* The Club House is the only area available for private rental for **up to six (6) total hours (including set-up and post-event cleanup).**

The pool and pool deck are not available for private rental and shall remain open to other Patrons and their guests during normal operating hours. The Patron renting the Amenity Center shall be responsible for any and all damage and expenses arising from the event.

(2) *Reservations:* Patrons interested in reserving the Club House must submit a completed Facility Rental Application to the [Amenity Manager](#). **At the time of approval, two (2) checks or money orders (NO CASH) made out to the Pine Ridge Plantation Community Development District shall be submitted in order to complete the reservation. Please submit all checks and completed rental application to the Amenity Manager.** One (1) check should be in the amount of the rental fee, and the other check should be in the amount of the deposit. The Amenity Manager will review the Facility Rental Application on a case-by-case basis and has the authority to reasonably deny a request. Denial of a request may be appealed to the District's Board of Supervisors for consideration.

(3) *Fees and Deposits.* The rental fee and deposit for the use of the District's Club House for private social gatherings are as follows:

Pine Ridge Plantation Rental Fee (6 hours)	Fee	Deposit
Club House	\$75.00	\$250 – Private Party (1-25 attendees) \$500 – Private Party (26+ attendees)

(4) *Refund of Deposit:* **To receive a full refund of the deposit, the following must be completed where applicable:**

- Ensure that all garbage is removed and placed in the dumpster.
- Remove all displays, favors or remnants of the event.
- Restore the furniture and other items to their original position.
- Wipe off counters, tabletops, sink area, windows, and doors and replace garbage liner in the rented area.
- Clean out and wipe down the refrigerator, and all cabinets and used appliances.
- Ensure that no damage has occurred to the Amenity Center and its property.
- Patron and Patron's guests are required to adhere to all Amenity Center and pool rules and regulations. Failure to comply with such rules and regulations may result in the forfeiture of Patron's deposit.

If additional cleaning is required, the Patron reserving the Club House will be liable for any expenses incurred by the District to hire an outside cleaning contractor. In light of the foregoing, Patrons may opt to pay for the actual cost of cleaning by a professional cleaning service hired by the District. The Amenity Manager shall determine the amount of deposit to return, if any.

Deposit checks will be returned only to the Patron who completed the Facility Rental Application or to a party designated by the Patron at the time of submittal of the Facility Rental Application. Photo identification shall be required for the return of deposit checks.

(5) *General Policies:*

- **Patrons are responsible for ensuring that their guests adhere to the policies set forth herein.**
- No decorations may be affixed to the walls, doors or any fixtures.
- The Club House may be rented after normal operating hours until 12:00 a.m.
- The volume of live or recorded music must not violate applicable Clay County noise ordinances.
- **No glass, breakable items or alcohol are permitted on District property, unless pre-approved by Facility Manager per policies set forth by the Board of Supervisors.**
- [No offensive music, lyrics or profanity is allowed on the Amenity Center premises.](#)
- Event Liability Coverage may be required on a case-by-case basis in the discretion of the Board of Supervisors.

(6) *Staffing:* For private events with twenty-five (25) guests or less, Patrons will not be required to pay for additional staff, unless otherwise required by the District. **For events in excess of twenty-five (25) guests, additional staff will be required at a rate established by the Amenity Manager.**

Patron's Signature & Date: _____

Facility Manager's Signature & Date: _____