

# **GROVES CLUBHOUSE**

## **RESERVATION POLICY**

### **Definitions:**

- a. "Clubhouse" – for the purpose of a reservation, the clubhouse includes the kitchen area, inside seating and table areas, and small meeting room. The outside covered patio, pool area, and fitness room (gym) are not included. Restrooms are open to all.
- b. "Resident" – an adult individual currently living in the Groves/Soleil community as a property owner or renter.
- c. "User" - the "Resident" that signs and submits a reservation form and fees.

### **Policy and Rules:**

1. Any Resident may reserve the clubhouse for their own private personal use or event. However, the clubhouse cannot be used or reserved for any event to promote or offer for sale any product or service.
2. Any Resident planning to reserve the clubhouse for a private event must complete a reservation form.
3. Any private event reservation requires a non-refundable use fee (\$100) and a refundable cleaning/damage deposit (\$200). The Resident/User shall submit two checks payable to "The Groves HOA" for the amounts of \$100 and \$200 with the signed reservation form.
  - a. If after the event the clubhouse has been cleaned, furniture returned to its prior arrangement, and no damage has occurred, then the \$200 deposit will be returned in full to the User.
  - b. If the cost of any necessary cleaning or the cost to repair any damage exceeds \$200, the User will be billed for the difference.
4. There is a 4-hour time limit for the private event. Additional time may be reserved immediately before and after the scheduled event for set-up and clean-up.
5. The User must be present for the duration of the private event.
6. Clubhouse reservation does not include the outside covered patio, pool area, or the fitness room.

7. It is the responsibility of the Resident/User to notify the management company, Progressive Community Management at [kschalk@pcmfla.com](mailto:kschalk@pcmfla.com) by email at least 2 hours prior to the start of the event of any pre-existing damages, moved furniture, or cleanliness issues in the clubhouse. The email must include a description and pictures of any pre-existing damages, conditions, and cleanliness issues.
8. The clubhouse will be inspected after the event by a member from the Clubhouse, Pool, and Gym Committee or the Groves Board or the property manager to determine if:
  - Clubhouse is in same condition as prior to the event.
  - Clubhouse furniture and decorations are in prior arrangement and no furniture or decorations are broken or stained.
  - Surfaces (counters, tables, etc.) are clean and free of trash or other debris.
  - Clubhouse floor is clean and free of trash or other debris.
  - Trash receptacles are empty and trash has been removed from the clubhouse for disposal in the Resident's trash receptacle.
  - Refrigerator/freezer is clean and all food and/or beverage items have been removed and disposed of properly.
  - Lights are turned off.
9. Private event reservations will be on a first-come, first-served basis. The clubhouse reservation schedule is maintained By the Manager, Keith Schalk of Progressive Community Management. With the exception of Groves/Soleil Board meetings, private event reservations will take precedent over ad hoc group meetings or events with two weeks notice.
10. Clubhouse doors must not be propped open during the event.
11. Clubhouse and restroom lights must be turned off after the event.
12. Alcohol is not allowed.
13. Outside caterer or entertainment vendors are not allowed unless proof of insurance is provided in advance.
14. Heating type appliances (crock-pots, coffee pots, serving buffets, etc.) are permitted inside the clubhouse. Electric or propane grills are not allowed inside or outside the clubhouse.
15. The User is responsible for the actions and behavior of their guests.
16. Reservation privileges may be denied based on prior reservation use and/or current status of Resident's assessment account.

# The Groves Homeowners' Association, Inc.

## CLUBHOUSE RESERVATION

(Please note this does not include pool, surrounding areas, or fitness room)

DATE: \_\_\_\_\_

RESIDENT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

RESERVATION DATE: \_\_\_\_\_ REASON: \_\_\_\_\_

TIME (4-hour limit): From: \_\_\_\_\_ (AM / PM) To: \_\_\_\_\_ (AM / PM)

Attach two checks payable to "The Groves HOA" for: (1) \$100 non-refundable use fee, and (2) \$200 refundable cleaning/damage deposit which will be returned provided the Clubhouse is left in the same condition prior to event. Mail to: The Groves HOA, 3701 South Osprey Avenue, Sarasota, FL 34239, Attn: Keith Schalk, Manager

---

***I assume full responsibility for the conduct of my guests and the condition of the Clubhouse after my event. I acknowledge the right of Management to make any and all judgments regarding condition of the Clubhouse. I hereby acknowledge that I have read the Groves Clubhouse Reservation Policy and will abide by it.***

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

---

**...DO NOT FILL OUT BELOW THIS LINE. OFFICIAL USE ONLY...**

---

\_\_\_\_\_  
Approved by (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\$100 Non-refundable Check # \_\_\_\_\_

\$200 Refundable Check # \_\_\_\_\_

\$ \_\_\_\_\_ refunded to resident on \_\_\_\_\_

If \$200 deposit is not returned, reasons: \_\_\_\_\_

---

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date