

*Collingwood Pointe at The Preserve  
Condominium Association*

**CLUBHOUSE RESERVATION PROCEDURES**

**You will find reservation instructions in the lobby at the Clubhouse entrance. Read thoroughly the Clubhouse Rules and Regulations, as you, the renting resident, will be held completely liable for violations and for noncompliance regulations. Fill out and sign the RESERVATION AGREEMENT FORMS and mail or deliver the forms along with your checks, made payable to Collingwood Pointe at the Preserve, to either:**

**Dottie Harmon, 4605 Wenham Park  
Rex or Kay Fenn, 4565 Collingwood Pointe Place**

**The Clubhouse committee is responsible for maintaining the master calendar. The \$200.00 or \$300.00 security check will be held by the committee until after the POST-rental inspection and the committee insures that no violations or damages were done to the premises. When your function is over, the Clubhouse committee will inspect the Clubhouse for any violations and/or damages and insure that all rules and regulations were followed; the checklist in the packet will be used. The renting party must be in attendance during all inspections. Once the post is completed and no violations or damages are noted, your security check will either be returned or shredded, as requested by you.**

**Special or popular dates (i.e. Thanksgiving week, Christmas week and New Years, etc.) will be allocated by having a quarterly meeting at the Clubhouse. If more than one (1) person wants the date, a drawing will be held to determine the renter. The dates of the meeting will be published and announced 8 weeks prior to the meeting.**

**CLUBHOUSE RULES AND REGULATIONS**

**The Collingwood Pointe at The Preserve Association takes pride in presenting our residents with a beautiful clubhouse in which to relax with neighbors, friends and guests. The Clubhouse should be treated with the same respect that you would treat your home. These Rules and Regulations are established to**

permit every resident of Collingwood to enjoy the use of the Clubhouse without infringement upon other residents and their guests.

**THE RENTING PARTY SHALL:**

1. **BE A RESIDENT** who **MUST** also be in attendance during the **ENTIRE** planned function.
2. **Be COMPLETELY** responsible for their guests at all times.
3. **ASSUME FULL RESPONSIBILITY** for damage to the clubhouse, or to articles in the clubhouse, and for theft of any property.
4. **Make NO ATTACHMENTS** to painted drywall with screws, nails, pins, etc.
5. **NOT** permit guests to have use of the **POOL** or **EXERCISE ROOM**.
6. **Not** permit guests to park in resident driveways. **Street parking** along one side of the curb on the **East** side of the Clubhouse (Faneuil Hall) will be permitted, as well as parking along the curb of the thruway in front and in the back of the Clubhouse. **PARKING IN FRONT OF THE MAILBOXES IS STRICTLY PROHIBITED.**
7. **NOT** permit **ANY** live, amplified music.
8. **NOT** permit **PETS** or **ANIMALS** of any kind in the clubhouse area at any time.
9. **NOT** reserve the clubhouse on behalf of **ANY OUTSIDE ORGANIZATION**. Any overt violation of this will result in deposit forfeiture.
10. **Not** have more than **55** guests.
11. **NOT** permit any loud, boisterous noises, music, profanity, or other offensive behavior.
12. **ASSURE** that guests depart in such a manner that they **DO NOT DISTURB** other residents.
13. **LEAVE** the clubhouse in the condition it was in when you rented it

**(i.e. clean-up all areas, return furniture to original positions, empty trash, etc.). If a cleaning service needs to be called to clean the Clubhouse, your TOTAL security deposit will be forfeited. Furthermore, if any damages are found, the cost to repair or replace the damaged items will be 100% your responsibility. Please be advised that if the Clubhouse is not left in satisfactory condition the Board may deny any future renting privileges to you.**

- 14. CLOSE and SECURE the premises no later than 11:00 PM. Failure to follow these procedures will result in a portion of your security deposit being forfeited.**
- 15. The Clubhouse is a NON-SMOKING FACILITY. DO NOT ALLOW guests to smoke in the Clubhouse.**

**Following inspection of the party room, halls and restrooms, the Clubhouse committee will return the security deposit within 14 days, or bill for additional charges. The inspection will include the entire facility and the renting resident MUST be present for both the pre- and post-inspections.**

**NO events may be booked by residents under the age of 21. Adults who are 21 and over who are unit owners may make reservations and MUST be present at all times during such events.**

*Collingwood Pointe at The Preserve  
Condominium Association*

**CLUBHOUSE HANDBOOK INFORMATION**

**COMMUNITY CENTER (CLUBHOUSE)**

The Community Center is for the private use of the residents (owners, leasers, and renters). ***It is available for rental to residents only.***

The following is a summary of the policy:

1. A \$200.00 refundable deposit and a \$35.00 rental fee are required from owners; a \$300 refundable deposit and a \$35.00 rental fee are required from leasers and renters. Reservations are granted on a first request basis, except on popular dates when we will have drawings for those.
2. Children and teenage parties are prohibited.
3. The residents (owners, leasers, and renters) will have exclusive use of the Clubhouse party room only; guests may not use the pool or exercise equipment and the pool may not be reserved, nor used for any non-community sponsored party.
4. The residents (owners, leasers, and renters) are responsible for all clean up and trash removal. ***Clubhouse clean-up must be done (completely) the day of the party.***
5. Damages to the community center or equipment and any follow up cleaning done by the Committee will be deducted from the deposit and charged accordingly. If the deposit is an insufficient amount, the resident (owners, leasers, and renters) will be billed for the difference.
6. Due to insurance liability purposes, no one under the age of 18 years is permitted to use the Exercise Room.
7. No one under the age of 18 years is permitted in the Clubhouse, unless accompanied by an adult family resident.