

# SAWGRASS PLANTATION OF KILLEARN HOMEOWNERS ASSOCIATION

## Clubhouse Rules

Revised 4/8/99, 2/18/10 and 3/17/12

Adopted: 11/7/22

### **GENERAL**

The Clubhouse may be rented for private gatherings by Sawgrass Members who are in good standing in regards to their dues account and property is in compliance with all rules.

The clubhouse is for the use of owners, residents and their invited guests and cannot be reserved for use by the invited public or others. The owner or resident who reserves the clubhouse must be present during the entire function.

In scheduling the use of the Clubhouse, the Association events shall take precedence over private parties.

Events are limited to the hours of Sunday through Thursday until 9:00pm and Friday and Saturday until 11:00pm with a maximum of 50 people.

No smoking inside clubhouse or near clubhouse doorways.

No firearms are permitted on Association Property unless authorized by law or permit.

No pets.

The owner or resident reserving the clubhouse is responsible for vehicle parking in accordance with local and state law and ordinances and with the Governing Documents. No vehicles may be parked on common area lawn, sidewalk, neighboring property, on Royal Palm Way or west portion of Needle Palm Way. Overflow parking is available on Manila Palm and the east portion of Needle Palm Way. See attached map.

All noise/music levels must be kept at a minimum and comply with local laws and ordinances.

No tape, nails, thumb tacks or any other material may be applied to the walls, ceiling, doors or windows. The deposit will not be returned if there is evidence of items being attached to the walls, ceiling, doors or windows.

If any alcohol beverage is served, the Resident must provide proof of host liquor liability insurance with a combined single limit coverage of \$1,000,000 with respect to injuries, deaths or damages. This may be accomplished through a general liability or excess liability (umbrella) rider to the homeowner's policy, or through a separate policy, provided, that the rider or additional policy specifically covers host liquor liability. Proof of such insurance must be delivered no less than seven (7) days prior to the rental date or the rental is subject to automatic termination by the Association.

### **CANCELLATION**

The owner or resident agrees that a cancellation fee of \$50.00 may be deducted from the security deposit in the event the reservation is cancelled with notice of less than 14 days (2 full weeks) before the event date reservation. All cancellations must be submitted in writing.

## **TERMINATION**

All local and state laws and Association Rules will be adhered to and followed at all times. If any law, rule, covenant or provision of this Agreement is violated by the Resident or their guest(s), the Board of Directors, Association Manager or appointee shall have the right and authority to close and vacate the facility without notice and without offering a refund of the deposit and/or use fee.

## **KEYS**

The clubhouse keys are maintained by the Managing Agent at the office located at:

Florida Association & Property Management, Inc.  
1616 Metropolitan Circle, Suite C  
Tallahassee, Florida 32308

Mailing:  
Post Office Box 11143  
Tallahassee, Florida 32302

The Clubhouse Rental Key must be returned by 1PM the day after each rental reservation. Failure to return the Clubhouse Rental Key on time or a lost key will result in a \$50.00 fee assessed to the Property Owner.

## **CLEANING**

Post-Event Cleaning is provided as an optional service. This service must be requested and paid for at the time of your reservation.

A checklist for minimum cleaning and lock-up is attached. The completed checklist form must be submitted with the key. Failure to comply will result in a deduction from the deposit.

Once the clubhouse is cleaned, email to request inspection from Advisory Committee member. After inspection has been completed, your deposit will be refunded if all requirements have been complied with, key card returned by 1PM the day after your rental and no damage is found.

## **FEES**

All checks should be made payable to Sawgrass Plantation.

<i>Deposit</i>	150.00
<i>Cancellation</i> (less than 14 days in advance)	50.00
<i>Rental</i> (up to 4 Hours)	100.00
<i>Extended Rental</i> (up to additional 2 Hours)	25.00
<i>Optional Post-Event Cleaning Service</i>	150.00
Lost/Replacement Access Key Card	50.00

**YOU MUST BE IN GOOD STANDING TO RENT THE CLUBHOUSE**  
**Your dues must be current and property in compliance with all rules.**

**THE CLUBHOUSE IS FOR RESIDENTIAL USE ONLY**

**CLUBHOUSE RENTAL NOT EXCLUSIVE OF POOL OR PATIO AREAS**

**POOL PARTIES ARE NOT ALLOWED**

**SAWGRASS PLANTATION OF KILLEARN HOMEOWNERS ASSOCIATION**

**Clubhouse Reservation and Use  
RENTAL AGREEMENT FORM**

**Name:** \_\_\_\_\_

**Date of Use:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Function:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**# of Guests:** \_\_\_\_\_

**Additional Time Requested** \_\_\_\_\_

**Cleaning Service Requested** \_\_\_\_\_

**Security Deposit Return Preference:** \_\_\_\_\_

*(Pick up or shred after rental)*

\_\_\_\_\_ I acknowledge that I have read and understand the Clubhouse Reservation and Use Policies and Procedures and agree to the terms, conditions and charges set forth therein.

\_\_\_\_\_ I further release and hold harmless Sawgrass Plantation of Killearn and Florida Association & Property Management and/or its agents, from all damages, losses, injuries and/or death as a result of the rental and guarantee payment for all damages in excess of the security deposit.

\_\_\_\_\_ I agree the Clubhouse will not be used except as outlined above.

\_\_\_\_\_ CLUBHOUSE RENTAL DOES NOT INCLUDE EXCLUSIVE USE OF POOL OR PATIO AREAS.

\_\_\_\_\_ POOL PARTIES ARE NOT ALLOWED.

\_\_\_\_\_ Any violation of the Policies and Procedures may result in termination of the event, eviction of occupants and forfeiture of the security deposit, in whole or in part.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

**Return completed form, rental reservation fees and deposit to:**

Florida Association & Property Management, Inc.  
1616 Metropolitan Circle, Suite C  
Tallahassee, Florida 32308

## CLEANING CHECKLIST

This completed form must be submitted with the key. Failure to comply will result in a deduction from the deposit.

Renter  
Inspection

HOA  
Inspection

- |                          |   |                          |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | Remove ALL decorations.   | <input type="checkbox"/> |
| <input type="checkbox"/> | Remove ALL food, drinks and personal items.                                       | <input type="checkbox"/> |
| <input type="checkbox"/> | Check and clean restrooms (sink and toilets).                                     | <input type="checkbox"/> |
| <input type="checkbox"/> | Remove all trash from clubhouse (restrooms and main room).                        | <input type="checkbox"/> |
| <input type="checkbox"/> | Clean and return furniture to its original location/position (tables and chairs). | <input type="checkbox"/> |
| <input type="checkbox"/> | Pick up all rubbish, sweep and/or vacuum floors and mop.                          | <input type="checkbox"/> |
| <input type="checkbox"/> | Pick up all outside trash and debris which resulted from clubhouse use.           | <input type="checkbox"/> |
| <input type="checkbox"/> | Set thermostat (80 degrees in summer and 60 degrees in winter).                   | <input type="checkbox"/> |
| <input type="checkbox"/> | Turn off all lights.  | <input type="checkbox"/> |
| <input type="checkbox"/> | Lock all windows and doors.   | <input type="checkbox"/> |



Needle Palm Way

Needle Palm Way

Clubhouse Rental Parking

Needle Palm Way

2851

2847

2493

2489

2485

2481

Royal Palm Way

Royal Palm Way

NO PARKING

Clubhouse

Needle Palm Way

2466

2460

2456

2472

2473

2477

2457

2471

2403

2401

2836