

Clubhouse Rental Policy:

Revised: 09/28/2023

The Clubhouse may be rented to residents for approved special events and functions as a means of accommodating residents needs and desires to host said events and functions, and as a means of assisting in the financial support required to maintain the Clubhouse in the best possible condition for all residents. All rentals begin with an application to the Clubhouse Reservation Chairperson. Clubhouse available rental hours will be limited to a window of 6 hours between 8am and 8pm and will be limited to a maximum of 60 guests.

1. If a resident desires to reserve the Clubhouse exclusively for their event or function, restricting use of the Clubhouse from other residents at the same time, a \$75.00 fee and a \$100.00 security deposit shall be imposed regardless of group size.
 - a. The Fitness Room and the Library are not available for rent and are not available to guests attending an event at the Clubhouse.
 - b. The pool is closed to guests of the event during the hours of the event.
2. The resident/host of a gathering/event is required to be present for the entire gathering/event and assumes responsibility for cleanup and the condition of the Clubhouse as specified within the Reservation Agreement. This should be no later than 10am on the day after the event.
3. If there is a question about the appropriateness of the Clubhouse rental from the host's event description, the Clubhouse Reservation Chairperson may refer to the HOA Board President for input/decision.
4. The pool table is available for use. Any damage to the top is the responsibility of the Renter. There is a ping-pong conversion table for use. The table boards, supporting boards and vinyl covers are located under the pool table. To convert the pool table to a ping-pong table place a vinyl cover over the pool table, place the 3 supporting boards on the vinyl cover, place the large table boards on the supporting boards then cover with the 2nd vinyl cover. There are tablecloths available for your use. Please ask the

Clubhouse Reservation Chairperson if you need help converting the pool table or wish to use our tablecloths.

5. With the exception of service dogs, no pets or animals of any kind are allowed in the Clubhouse.
6. The Clubhouse is a non-smoking facility.
7. The Clubhouse cannot be reserved for political or commercial use.
8. The Clubhouse may not be reserved for a major holiday, ie Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve or Christmas Day, New Year's Eve or New Year's Day.
9. Damages occurring during a rental period are the responsibility of the host resident. The cost to repair or replace items damaged or lost during a rental period will be determined by the Board. This can mean the loss of part or all of the security deposit and/or additional costs of replacement and repair.

Approved: Board of Directors
HOA President: Paul Keitz
Date: 09/28/2023

THE CLUBHOUSE RESERVATION PROCESS

The following steps should be taken if you wish to rent the Clubhouse for a party or for several hours:

1. Contact the rental chairperson: Jo Morgan (cell 585 286-8063) or (home phone 585 905-0413).
2. For residents desiring to reserve the Clubhouse exclusively for their event or function Jo will check on the availability and then will give the renter a reservation packet. The renter fills out the information requested in the packet and returns the reservation form with 2 checks - \$75.00 for the rental and \$100.00 as a security deposit. Both checks should be made out to "Villas at Canandaigua". Please give both checks to Jo Morgan (5076 Cheshire Glen Rd).
3. The rental chairperson adds the date of the event to the Clubhouse Calendar.

For use of the Clubhouse for small group meetings, card parties, bookclubs, etc.

Please contact the rental chairperson to see if the date is available. The Chairperson will OK the date and add it to the Clubhouse Calendar in pencil. Please do not just add the date to the calendar yourself. The chairperson must be consulted to ensure the space is available for your date.

**THE VILLAS AT CANANDAIGUA CLUBHOUSE
RESERVATION FORM**

Date Submitted: _____

Resident Name: _____

Address: _____ Phone: _____

Event Description: _____ No. of Guests: _____

Event Date: _____ (month, day, year)

Event Time: _____ (am/pm) to _____ (am/pm)

Please make out two separate checks payable to: Villas at Canandaigua. The 1st should be in the amount of \$75.00 for the rental fee. The 2nd should be in the amount of \$100.00 for the security deposit. The security deposit is fully refundable if there are no extraordinary cleaning expenses and/or noted damage to the reserved facilities/areas.

Clubhouse rental is for a maximum of 60 guests. Guests must park their cars in the parking lot or on the same side of the road to allow emergency traffic through.

When catering special events, the ping-pong tabletop is essential to protect the pool table. Do not set any items directly on the pool table.

By my signature below, I acknowledge that I have read the attached Clubhouse Rental and Use Policies; Clubhouse Rental Procedure; Clubhouse Rental Clen-Up Check List; and I agree to abide by them.

Renter:- _____ Date _____