

## RUBY LAKE COMMUNITY HOA

### RESIDENT REQUEST/CLUB RECREATION ROOM RESERVATION FORM

*This guide has been created to maintain a safe, well-organized facility and to preserve this local treasure for our community to use and enjoy well into the future.*

The Ruby Lake Club Room is available for rental to: All homeowners and tenants (with approval).  
Homeowners must be in good standing with the HOA and no outstanding violations.

**You may mail or drop-off completed application at**

*(must be received at least 10 business days before the event):*

**Beacon Community Management**  
**9100 Conroy-Windermere Road, Suite 200**  
**Windermere, FL 34786**

**Make checks and money order payable to: RUBY LAKE COMMUNITY HOA**

Room Reservation is for the exclusive use of the Club Recreation Room only.  
This Rental DOES NOT include exclusive use of the Pool.

**Type of Event:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Initial here:** \_\_\_\_\_

**See page 4: Section D.4.:**

**Please allow for set up and clean up!**

**Time of Event:** \_\_\_\_\_

**How many people will attend your event:** \_\_\_\_\_

Maximum 45 people (including children)

**Name:** \_\_\_\_\_ **Contact Phone #:** \_\_\_\_\_

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

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

**Please include two separate checks, enter check numbers and total below (Money Order or Cashier's Check Only)**

**Deposit Check #** **Amount \$200.00.** (Deposit is refundable if all contract requirements are met) **Initial here:** \_\_\_\_\_

**Rental Check #** **Amount** **\$350.00 for six hours; \$50 per additional hour**  
includes set up and clean up time.

**Access will be provided to the club room by social committee volunteers.**

**Will there be hired Entertainers or Vendors at this event?**  **YES**  **NO** (please select one)

**Entertainers will not be permitted anywhere within the facilities or adjacent areas, except as specifically approved by the Board.** If approved by the Board, the vendor and vendor's contact information or contract proposal must be attached. Please include a copy of the Liability Insurance listing the Association as an additional insured.

**Will alcohol be served or consumed at this event?**  **YES**  **NO** (please select one)

If yes, responsible renting party will need to follow policies/guidelines as set by the State of Florida Liquor Laws

**Resident Signature:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**FOR MANAGEMENT USE ONLY**

**Date request received:** \_\_\_\_\_ **Date Approved/Denied** \_\_\_\_\_

**Notes:** \_\_\_\_\_

**Management Signature:** \_\_\_\_\_

**Entered into community calendar:** \_\_\_\_\_

## TERMS & CONDITIONS FOR RUBY LAKE COMMUNITY RESIDENT EVENTS

### ROOM SCHEDULING POLICIES AND GUIDELINES

The Board will allow rental of the rooms for any purpose in keeping with the rules and regulations of the Association. Events that Management or the Board deem immoral, illegal or which interfere with resident use of the amenity will be prohibited.

**A. Guidelines.** Bi-partisan political events with a broad range of interest may use the Amenity as long as both sides have an equal opportunity to present their case within a reasonably short time of each other.

Residents may not use common area facilities to produce products or services for commercial gain. Residents are not allowed to hold events that provide commercial value and possible financial benefit to the host.

Residents may not use the amenity for regular religious services or meetings. Since religion and religious beliefs are such a personal and private matter, by their very nature, this type of meeting could exclude some residents.

Use of the facilities or any part thereof may be restricted at any time by the Board or by Management Staff.

Homeowners with outstanding violations, unpaid fines, or delinquent assessments are not permitted to rent or reserve the clubhouse until all such matters are resolved and their account is brought into good standing.

No commercial advertisements shall be posted or circulated at the facilities, and no solicitations of any kind shall be made within the facilities, except as specifically permitted by the Board.

No petitions shall be originated, solicited, circulated, or posted at any time in the facilities.

All complaints, criticisms or suggestions of any kind relating to any of the operations of the facilities must be addressed to the Board and/or Management.

When scheduling meetings and/or events, the Amenities “Resident Event Request/Kitchen Room Reservation Form” must be submitted and approved.

**B. Priorities for Scheduling Rooms.** All reasonable efforts will be made to conform to the following order of priorities:

Scheduled Contracted Events take priority over subsequently scheduled meetings. Management will manage any potential conflicts.

*Association's Board of Directors and Official Committees:* Any meeting of the Association's Board of Directors, as well as all official committees of the Board, has priority over all other meetings. These scheduled meetings will be posted on the website.

*Association sponsored or approved Events, Activities and Meetings:* All special events, classes and meetings will be scheduled with the approval of the management staff and posted.

*Resident Sponsored Private Events:* Residents may reserve the amenity or sponsor a group for a private event after signing a reservation agreement that establishes the appropriate charges for the use of the amenity's facilities upon the approval of Management staff.

**C. Room Charges:** Association and Official Committee Meetings, Clubhouse Sponsored Activities and Other Resident Groups will not be charged for the use of the Amenity, except that these activities may be required to reimburse the Association if their activity incurs extra costs for set-up, cleaning, etc. All other meetings and/or activities may be subject to the current schedule of rental fees and policies available from Management.

#### D. Private Parties

1. The Club Room is available for private parties sponsored by Residents for personal or social reasons provided they do not conflict with other scheduled functions and or meetings. The Kitchen Room is not available for parties for outside organizations even though sponsored by an owner or resident, unless approved in advance by the Board.
2. All requests for use of the Kitchen room must be made by written application through the Manager and approved five (5) days in advance. Use of the amenity will be granted on a first-to-request basis.
3. A deposit of **\$200.00** must accompany the application for Club Room use. This deposit will be held by the Community Association Manager to cover possible cleaning costs and/or damage upon inspection by the Manager and if the party extends over their contract time. (The contract time includes set up and clean up.)
4. **Access to the clubhouse will be granted on the day of the event no more than 15 min prior to their contract time.** Once the event has concluded, access will no longer be available.
5. The Club Room is available between the hours of 7:00 AM to 11:00 PM. Clean-up must be completed (i.e. removal of personal items, food, beverages, decorations, trash bags, etc. (See list attached on additional rules) and all guests must exit the clubhouse no later than 11:00PM at which time the alarm system will be automatically activated. The undersigned is responsible for fees charged by Law Enforcement and alarm monitoring company for setting off the alarm after activation.
6. Parties are limited to **45 people only!** Ratio of children to adults must be no greater than 4 children to one adult. Adults must accompany children at all times.
7. **Rentals are 6 hours, to include set up and clean-up.** All Groups or individuals using the Club Room must leave the premises locked and in a neat, clean, and orderly condition. All trash **MUST** be removed from the premises and shall not be disposed of in any community trash receptacles (*put all your trash in your bins at home*). **Rentals exceeding the 6-hour rental request will incur an additional fee of \$50.00 per hour.**
8. Please have a copy of the approved application with you when at the event. Applicant is to remain on-site for the full duration of rental.
9. If cancellation occurs 72-hours or more in advance of the scheduled date of use, the rental fee and security deposit will be returned in full. If cancellation occurs less than 72-hours in advance of the scheduled date of use, the rental fee will be forfeited; however, the security deposit will be returned in full.
10. All reservations are subject to the approval of the Ruby Lake HOA Board of Directors or their assigned representative.
11. Ruby Lake HOA reserves the right to cancel a reservation if the facilities suffer damage or a system failure that cannot be repaired in time for scheduled use. In the event of such a cancellation, the rental fee and security deposit will be returned in full.
12. Events can **ONLY** be scheduled in the club room area during the approved hours of scheduled use. The pool and bathrooms will remain open to the Community and their guests.
13. The bathrooms will remain open for your guests to use but use of the pool deck is strictly prohibited. We remind you again the rental is for exclusive use of the Kitchen Room only. During daylight hours the pool deck and pool will remain open to the residents and their guests. Under no circumstances can residents hosting the event and/or their guests be on the pool deck after 6:00 PM.

Initial here:

Initial here:

Initial here:

14. Decorations (mounted type) may be displayed in approved areas within the Kitchen Room. Only Scotch Brand removable hooks or painters' tape shall be used for decorations purposes. The use of gummed tape, tacks, thumb tacks, nails, pins, suction cups, etc. cannot be used to mount decorations. The plaster walls and glass doors of the kitchen shall not be decorated at any time. Please make sure all decorations are removed and no damage to the walls has occurred.
15. No food items are to be left anywhere in the amenity, including the refrigerator.
16. Do not overload circuits by using 3-way plugs that will allow the plugging in of (for example) 2 coffee pots and a toaster in one socket.
17. The Amenity is a smoke-free environment. Smoking is prohibited in all areas of the facilities.
18. Use of the Kitchen Room DOES NOT include exclusive use of the pool or deck area.
19. No Amenity property may be removed without written approval by the Board.
20. The Board reserves the right to require a staff member, security or law enforcement to be present during private rentals. Any and all costs of such personnel shall be paid in advance by the sponsor of the event.
21. It is the responsibility of the resident to supervise their guests at all times. Your guests may use the pool but must be dry when entering the kitchen. The actions of members and guests are video monitored at all times while inside or outside of the Ruby Lake facilities, with the exception of the restroom facilities.
22. The person signing this application/agreement assumes full responsibility for the conduct and personal injury liability of self and all guests.
23. Ruby Lake Community HOA has the right to have a member of the Board of Directors, a Committee Member, management staff member, security guard or guards, or law enforcement officers to be present or visit the facilities during the rental period. I agree to pay the cost of such personnel, which is estimated to be between \$140.00 and \$160.00.
24. Parking is restricted to designated areas only. In the event this rule is violated, the undersigned agrees to pay actual repair costs to be posted to his account, should damages exceed the amount of the security deposit.
25. Large inflatable activities (bounce houses etc.) are not permitted.
26. No glass is allowed on the pool deck.
27. No outside music can be played on the pool deck. Please use personal headphones. Music and noise within the facilities will be limited to a level that does not create a disturbance to homeowners.
28. The nature of the events will be family oriented. Adult content is prohibited.
29. All amenity doors will remain closed to avoid excessive air conditioning costs, entry of flies/pests and the entry of non-authorized persons.

30. If alcoholic beverages are brought onto the premises for consumption by self and/or guests during the rental period, the undersigned takes full responsibility for the conduct of any person consuming alcohol, that no alcohol will be sold on the premises, that no alcohol will be served to minors or intoxicated persons, and that all alcoholic beverages will be removed immediately following the event for which the amenity is rented.
31. The following items are prohibited on the premises at all times: Fireworks, Firearms, Tobacco Products, Smoking, Gambling, Pets (except for disability assistance), Confetti, Rice, and Glitter.
32. The tables and chairs are available for use, and must be returned to the same location. If any furniture is moved, it must also be returned to its original position.
33. Tables, chairs, counters, refrigerator and floors shall be left clean of debris and spills; restrooms shall be left clean with absence of cups, napkins, party items, etc.
34. All lights in the main area, club room and restrooms will be turned off prior to leaving the building.
35. All facility doors will be locked prior to leaving the building.
36. The undersigned agrees to notify a member of the Board of Directors or the management company of any problems encountered and/or any damages to the amenity or grounds that occurs during the scheduled event.
37. Please be respectful of other residents using the facility.
38. The undersigned agrees to defend, indemnify and hold harmless the Ruby Lake Homeowners Association, Inc., its officers, directors, members, contractors, agents and employees from and against any suit, claim, loss or cause of action arising out of, or in conjunction with the utilization of the facilities, or the areas in proximity to the facilities, by undersigned pursuant to this agreement. In addition, the undersigned agrees to reimburse the Ruby Lake HOA for any and all damages including, but limited to equipment, fixtures, furniture or other property, either real or personal arising out of the utilization of the facilities, pursuant to this agreement, without regard to whether such damage is caused by the undersigned or is the result of negligence or other fault of the undersigned or the undersigned's guest. Ruby Lake Community Homeowners Association, Inc. assumes no liability whatsoever to undersigned for any mechanical or electrical failure, natural disaster, riot, act of God or any other development which may prevent, disrupt, limit or frustrate the undersigned's use of the facilities and is not liable for the loss or damage to the undersigned's personal property.
39. Any violations of these terms and conditions will result in termination of the party and may include suspension of privileges to use the amenity center.
40. All pages/sections of this agreement must be agreed to and initialized. Please print legibly.

## **RUBY LAKE COMMUNITY HOA**

### **RESIDENT EVENT REQUEST/CLUB RECREATION ROOM RESERVATION FORM**

#### **Declaration:**

I hereby declare that I am a Resident of the **Ruby Lake Community**. I further declare that I enter into this agreement having read and fully understanding its terms and obligations; and that I and my guest(s) agree to abide by all rules, policies, procedures and regulations which govern the Ruby Lake Amenity and recreational facilities. **If I am a renter, I acknowledge that I must attach written permission from the owner to this application. Reservations will not be confirmed without the proof of owner's permission in writing.**

**Initial here:**

I have read, signed and fully understand the above rules and agree to abide by them during the rental period. I understand that I will be responsible for all damages to the clubhouse room during the rental period. Ruby Lake Community HOA and the Management Company are **not** responsible for any articles that may be left behind or thrown away as a result of the renter not removing them when they depart.

**Print Residents Name:**

**Resident Signature:**  **Dated:**

**Management Signature:**

*If you have any questions or concerns, please do not hesitate to contact the Community Manager at [services@mybeaconmanagement.com](mailto:services@mybeaconmanagement.com)*



# Ruby Lake

## Club House Rental Rules

1. REMEMBER TO REMOVE ALL GARBAGE FROM CLUB HOUSE AND RUBY LAKE PROPERTY (PLEASE TAKE IT WITH YOU).
2. FLOORS, REFRIGERATOR, MICROWAVE, KITCHEN SINK, COUNTERS, ETC. ALL MUST BE CLEANED. DO NOT LEAVE ANYTHING ON/IN COUNTERS, CABINETS OR REFRIGERATOR.
3. FURNITURE MUST BE PLACED IN ORIGINAL LOCATION.
4. PLEASE DO NOT SET UP BEFORE YOUR CONTRACT TIME (IF YOU NEED MORE TIME, IT WILL BE DEDUCTED FROM DEPOSIT).
5. DO NOT SHARE THE CODE OR YOU WILL BE RESPONSIBLE FOR ANY DAMAGES. (THE CODE WILL BE DELETED AT THE END OF YOUR RENTAL).
6. IF YOU NEED PARTY TABLES AND CHAIRS, PLEASE INDICATE IT ON THE FIRST PAGE OF YOUR APPLICATION, THEY WILL BE SET UP IN THE CLUB HOUSE FOR YOU IN ADVANCE.
7. PLEASE BRING YOUR OWN CLEANER, DISH SOAP, PAPER TOWELS AND GARBAGE BAGS (THESE ITEMS ARE NOT AVAILABLE IN CLUB HOUSE).
8. PLEASE MAKE SURE ALL DOORS ARE LOCKED WHEN YOU LEAVE.
9. IF ANY RULES ARE VIOLATED, THE DEPOSIT WILL BECOME NON-REFUNDABLE.

Thank you