

PROCEDURES FOR RESERVING AND RENTING THE HOA CLUBHOUSE AT SUMMER SEAT

The Clubhouse is available for private rental year-round for social gatherings of up to 50 people. Folding tables and chairs are included along with use of the following rooms: GREAT ROOM, KITCHEN, DINING ROOM, and REST ROOMS. All other rooms, the Pool, Pool Deck, and Outdoor Grilling Area are NOT available for rental, and may be used by other Residents during your event.

The rental fee is \$300 per day (including a cleaning fee). The HOA also requires a deposit check of \$250 per day, which will be returned or destroyed after the rental if there are no violations or damages. If consecutive days are rented, all personal property must be removed overnight.

To schedule a private rental, please follow these procedures:

- **CHECK AVAILABILITY:** View the Calendar <https://www.summerseatpgh.com/calender/> to narrow your choices; email your date/time request to sseat.comm@gmail.com; you will receive an email regarding availability within 24 hours. If you inquire about multiple dates, be sure to submit a follow-up email to confirm your final choice.
- **CONFIRM RESERVATION:** Once your selected date/time is confirmed via email, your event will be reserved on the Calendar. **Do not submit the form/payment or issue invitations until you have received a reservation confirmation email.**
- **COMPLETE AND SUBMIT THE CLUBHOUSE RENTAL REQUEST FORM:** Read the Terms & Conditions carefully and sign underneath. Place the completed form in the Clubhouse drop box with two checks made payable to "Summer Seat HOA," one for your rental fee and one for your deposit; if no damages are incurred, your deposit check will be destroyed or returned according to your preference. Within 2 weeks, you will be copied on an email to the Clubhouse Committee confirming your event. If you don't see that email or have any concern about the status of your event, email kelly@rjcmgt.com (cc: sseat.comm@gmail.com).
- **PRE-EVENT WALK THROUGH:** A Clubhouse Committee member will contact you to schedule a walk-through during the week before the event to review the facilities and provide a one-time guest access code to the Clubhouse. You have access until Midnight, at which time you must vacate the property.
- **POST-EVENT RESPONSIBILITIES:**
 - Furniture must be put back according to the provided floor plan
 - Anything removed from the closet(s) must be put away
 - The tabletops must be wiped down
 - The floors must be swept clean
 - Check the furniture for crumbs, food, lost items

Please Note: The use of the Clubhouse is limited to personal events only. Under no circumstances does the HOA permit sales of any type to be conducted at the Clubhouse (this includes garage sales, trunk sales, jewelry sales, clothing sales, etc.).

SUMMER SEAT CLUBHOUSE RENTAL REQUEST

NOTE: Do not submit this request until you receive confirmation of your proposed date/time from sseat.com@gmail.com. This form must be submitted in full within 45 days of the date confirmation, or your hold on the proposed date shall be removed.

NAME _____ **EMAIL** _____

STREET ADDRESS _____ **PHONE** _____

DATE REQUESTED: _____ **EVENT TIMES: From** _____ **To** _____
(include time for set-up and cleanup)

NATURE OF EVENT (e.g. birthday party, shower, etc.) _____

EXPECTED NUMBER OF GUESTS: Adults _____ **Children (Under 18)** _____

RENTAL COST: A **\$300** Rental Fee plus a deposit of **\$250** are required with this request. Please enclose separate checks payable to "Summer Seat HOA." If there are no violations or damage following the event, the deposit check will be destroyed (or returned at your preference). Cancellations made within seven days of the event will incur a \$50 fee.

I further understand and agree to all the following terms and conditions:

- 1) **It is the Homeowner's responsibility to confirm the availability of the Clubhouse for the requested date BEFORE submitting this request.** Reservations are made on a "first come-first served" basis; if the requested date is not available, the Homeowner will be contacted to choose another date.
- 2) The Clubhouse at Summer Seat is a private club and all attendees at the event are bound by its rules and regulations. The Homeowner agrees to be responsible for their guests and must be present with their guests during the entire event.
- 3) The Homeowner and their attendees will have the sole use of the following rooms in the Clubhouse during the event: Great Room, Kitchen, and Dining Room. They will also have access to the Rest Rooms. The rental does not include access to any other rooms or outside areas. Folding tables and chairs are included. The HOA does not provide food, drink, dinnerware, decorations, or other supplies for the event. Any HOA inventory of such items shall not be used.
- 4) The total number of attendees shall not exceed (50) fifty, unless written the HOA Board grants permission. Events attended by more than (50) fifty guests without permission will be shut down immediately, and no refunds shall be given.
- 5) The sponsoring Homeowner must be current with the payment of Association dues and charges before access is granted to any HOA facilities.
- 6) The Clubhouse and Pool Area are NON-SMOKING facilities. The Homeowner agrees to abide by the prohibition and inform their guests. If guests smoke outdoors in front of the clubhouse, the homeowner must remove any resulting litter.

- 7) All parking must be confined to the area surrounding the Clubhouse. No parking is permitted on the grass or pickle ball court.
- 8) The HOA kitchen appliances are available for use, including the dishwasher, microwave, stove, and oven. Renters must note any plans to bring in outside cooking appliances at the time of their request. Note: Use of grills or spits of any type are NOT permitted inside or outside the Clubhouse.
- 9) Homeowner agrees to indemnify, hold harmless and defend the Summer Seat Homeowners Association, its Members, and its Board of Directors against any and all claims, damages, liabilities and losses arising from the use of the Clubhouse by Homeowner and their guests. Homeowner shall be responsible for the cost of repair of all damages occurring during Homeowner's rental and use of the Clubhouse regardless of cause. Any failure by Homeowner to honor their obligations under this indemnification shall result in enforcement activity by the HOA Board including the exercise of all authority granted by the declaration by-laws and rules.
- 10) Alcoholic beverages are permitted, but are restricted to only those people of legal drinking age. The renter is responsible and liable for any DUI-related incidents Absolutely no drug use permitted on the property.
- 11) Decorations are permitted, but no decorations are to be nailed, stapled or taped to the Clubhouse walls or doors. Decorations must be removed at the end of the event.
- 12) Furniture may be rearranged, but Emergency Exits may NOT be blocked.
- 13) Homeowner agrees to leave all rooms in the same condition found prior to the start of the event. This includes the following:
 - a) Furniture must be put back according to the provided floorplan
 - b) Anything removed from the closet(s) must be put away
 - c) The tabletops must be wiped down
 - d) The floors must be swept clean
 - e) Check the furniture for crumbs, food, lost items
- 14) An HOA representative will inspect the facilities after use by Homeowner and guests and if no damage is visible, the deposit check shall be destroyed. However, Homeowner is not released from any latent damages

I also understand that the HOA has established rules and regulations in addition to those expressly stated above. The sponsoring Homeowner and their guests hereby agree to be bound by all HOA rules and regulations. A copy of these additional regulations is available upon request.

I, _____, understand and agree to the above terms and conditions with intent to be legally bound. I have received an email from WBinput@gmail.com specifying that the date listed above is available and confirmed for my event. An electronic signature shall have the same force and effect as a handwritten original signature.

Signature _____

Date _____