



**CLUBHOUSE RESERVATION
FORM**

NAME: _____ **DATE OF FUNCTION:** _____

ADDRESS: _____ **PHONE:** _____

TIME OF FUNCTION: FROM _____ **TO** _____

TOTAL NUMBER INVITED: ADULTS _____ **CHILDREN** _____

Adequate supervision must be provided to all children attending an event at the Clubhouse. It is the responsibility of the Resident Owner/Tenant to supervise under age children.

DEPOSIT: \$300.00 **CHECK #** _____

Make check payable to Lakeside of Naples

Non-Refundable cleaning fee of \$150.00 will be deducted from Deposit

Received and acknowledge rules & regulations:

Signature of Resident Owner/Tenant

A kitchen key may be picked up a couple days prior to your party during normal business hours (8:30 am – 4:00 pm, Monday-Friday). For after-hours pick up a \$25.00 fee will be deducted from the deposit.

Please be aware and understand Clubhouse Rules & Regulations. A copy will be given to the Resident Owner/Tenant making the reservation. Failure to comply with the rules and regulations may prohibit future reservations.

CLUBHOUSE MUST BE RETURNED TO ITS ORIGINAL STATE. ALL GARBAGE MUST BE BAGGED, SEALED AND LEFT IN THE KITCHEN WITH THE DOOR LOCKED.

The \$300.00 deposit check will be deposited into the LNRA Operating account with 24 hours of receipt. A return check will be issued and mailed to the personal information listed above after a walkthrough inspection by a staff member. If, upon inspection, damages or excessive cleaning is necessary such costs will be deducted from the deposit and a check issued for the balance. **In accordance with Florida Statute 64E-9 – PLEASE DO NOT PROP OPEN POOL GATES. GATES MUST BE CLOSED AND LATCHED AT ALL TIMES.**

The door to the Clubhouse Kitchen must be closed while not in use. The Kitchen key must be returned to the on-site office no later than the next business day. If the event is over the weekend the key is to be returned to the office by Monday before 4:00 pm.

****PLEASE SEE ATTACHED COVID 19 STATEMENT****

RETURNED CHECK TO OWNER/TENANT _____ DATE: _____

Clubhouse Rules and Regulations

1. Access to the Clubhouse is not permitted from 10:00 pm to 5:00 am (except for approved functions).
2. Children in the Clubhouse under the age of 13 are always to be under the supervision of adults.
3. NO FOOD OR DRINK IS ALLOWED IN THE CLUBHOUSE UNLESS THE CLUBHOUSE IS RESERVED.
4. The shower/sauna and weight room are locked. Residents wishing to use those facilities must obtain a Key from the Lakeside Management Office and leave a \$10.00 deposit per key.
5. Reservations are to be made during office hours at the Lakeside Management Office.
6. The Clubhouse is available to all Lakeside residents/tenants. Owners renting their unit(s) transfer any privilege to use Master Association facilities to that of their tenant, therefore if an owner does not live on the property they may not reserve the Clubhouse.
7. The Clubhouse may be reserved (not rented) for various events. However, the ENTIRE Clubhouse cannot be reserved – the toilets, weight room, library and shower/sauna must remain available to others.
8. Only Lakeside residents 21 years and older may reserve the Clubhouse.
9. ALL FUNCTIONS including eight (8) or more people must be reserved through the Lakeside Management Office with a deposit.
10. The resident reserving the Clubhouse MUST BE PRESENT DURING THE ENTIRE FUNCTION.
11. The adult that reserves the Clubhouse will be held responsible for any UNDER-AGE DRINKING.
12. Only ONE function is permitted during a 24-hour period.
13. An agreement to abide by all rules must be signed by any resident/tenant wishing to reserve the Clubhouse. Failure to observe these rules may prohibit future reservations.
14. A deposit of \$300.00 must be given to the Lakeside Management Office at the time the reservation agreement is signed. An inspection will be conducted after the event. Providing no damage occurred, no Clubhouse rules were violated, and no objects are missing the deposit will be refunded less the cleaning fee of \$150.00 and the cost of any repairs/replacement.
15. The maximum number of people at a function is 75. Adequate adult supervision must be present during the ENTIRE FUNCTION when children are present.
16. The pool may be used during a function but cannot be reserved. NO SWIMMING AFTER DUSK AS PER FLORIDA STATUTE.
17. No alterations should be made to the Clubhouse including dance floors. The Clubhouse must be returned to the same condition as before the function. Garbage is to be bagged, sealed and left in the kitchen with the door locked.
18. The Clubhouse cannot be reserved for business or any money-making venture unless sponsored by the Social Committee as a fund raiser.
19. Residents must provide their guest in advance with the Clubhouse 3-digit gate code (#111) to use at the entrance Keypad. This number rings the Clubhouse phone, the resident answers the phone, pushes 9 on the phone, and the gate opens. NO INSTRUCTIONS OR GATE CODES SHOULD BE POSTED ON THE KEYPAD.
20. The Clubhouse must be cleaned and vacated by 12:00 midnight; the only exception will be New Year's Eve. Approved Lakeside only functions may seek an exemption from the Board of Directors.
21. The Clubhouse may be reserved three (3) times per calendar year.

COVID-19 STATEMENT

The Clubhouse is open as an amenity to use **at your own risk**. The Association makes no representation that this is a virus or bacteria free environment. **You must follow social distancing guidelines** while using the clubhouse. Anyone who has recently returned to the area from the Tri-State Area is prohibited from using the clubhouse for 14 days. Additionally, anyone who is or has been ordered to self-quarantine is restricted from accessing the clubhouse until their quarantine has ended. These rules have been put in place for the benefit of all residents so that we can re-open our clubhouse. If these rules are not followed the association may have to re-close the clubhouse.

The event should be postponed or canceled if it is likely to have 10 or more people who are at higher risk of serious COVID-19 illness. This includes older adults and people with underlying health problems such as lung or heart disease and diabetes.

I have read and understand the COVID-19 Statement:

Signature of Resident Owner/Tenant

Date

Due to additional disinfecting cleaning a \$150.00 non-refundable fee will be charged. This will be deducted from the \$300.00 deposit.

Signature of Resident Owner/Tenant

Date