



Backyard Realty Group, LLC
8295 Highway 92
Woodstock, GA 30189
Phone: 770-517-1761 Fax: 770-517-1661

Generic Clubhouse Rules & Checklist

Please note: your association may have additional rules and regulations beyond this list. Be sure to follow up with your community manager for more information on renting the clubhouse.

Rules:

- Do NOT use tape, tacks, screws, staples or nails to hang your decorations as it will damage the wall & paint.
- No glass bottles are permitted in the Clubhouse
- Return clubhouse to a pleasant condition for the next event
- Go over the checklist with the Clubhouse Committee member or Manager and return keys
- No alcohol will be served unless insurance rider is provided
- Must follow all pool rules if applicable
- A rental security deposit is required (ask your manager for this amount)
- Homeowner account must be in good standing before a clubhouse rental application will be approved
- Owners who reserve the clubhouse must be present during the event
- Cancellations must be made in writing one week prior to the event and given to the association manager
- Passageways are remain cleared at all times and are not to be blocked by furniture or decorations
- The owner is responsible for all items, the association is not responsible for lost or stolen items
- **Absolutely no smoking is allowed in the clubhouse. This must be done outside only.**
- The homeowner is responsible for following all maximum occupancy rules and will not allow more than allotted number of people into the clubhouse.

Checklist:

- Pick up all food and decorations and dispose of if needed
- Sweep and mop all floors in the room
- Remove all trash including the restrooms
- Remove any trash from the grounds around the Clubhouse
- Remove all decorations
- Turn off all lights in the Clubhouse
- Lock all doors and close and lock all windows
- Go over this checklist with a Clubhouse Committee member or Manager and return all keys**

Homeowner's Signature

Date

Clubhouse Committee Member or Manager's Signature

Date