

## Rules for Private Party Reservations of MOSN I Clubhouse

The following information is provided regarding the responsibilities of owners who reserve MOSN I clubhouse facilities for private activities (an activity where all the members of MOSN I and MOSN II are not invited to attend).

1. Consistent with the MOSNOA covenants, the facilities may only be reserved by a MOSN I or II member in good standing.
2. The member must be present at the clubhouse as long as any guests remain in the clubhouse.
3. Guests at private parties **are not permitted to use the pool area**. Please inform your guests accordingly.
4. All MOSN I and MOSN II members who use the clubhouse appreciate the value of the facility and take responsibility for assuring the clubhouse is as clean and orderly when they leave as when they arrived. The following guidelines are offered to assure that members holding private parties understand what is expected from them.
  - a. Please complete the cleaning after your party or prior to 8:00 AM the next morning.
  - b. Please clean all tables used during your party.
  - c. If you used the kitchen, please assure the counters and appliances are clean. No food is to be left in the refrigerator or elsewhere. Floors are to be mopped if necessary, using your own equipment.

- d. If you used the ballroom, please vacuum the carpet using the vacuum(s) in the storeroom. A social committee co-chair can give you access to the storeroom. If any spills have left stains or other dirt that is not removed by vacuuming, please contact the property manager to arrange to have the carpet cleaned. This will be at your expense.
  - e. If you use the barbeque grills and patio behind the clubhouse, please assure the patio is clean and chairs put back in an orderly fashion. The grills must be cleaned and covered.
  - f. Place all trash in the containers provided, but do not overfill containers to the top with heavy items. Use several trash cans if necessary and double bag to prevent leakage if you have liquid wastes.
  - g. Please deposit the bagged trash in one of the two trash carts located outside the north porch of the clubhouse.
5. If you are not sure you can manage the cleaning and want to arrange for it to be completed by someone else at your expense, please contact the property manager to make advance arrangements.
6. In the event the clubhouse facilities are not satisfactorily cleaned and orderly as when received, you should understand that the cost of restoring the facilities to their prior state of cleanliness and order will be charged to the host of the party.

Please complete the Reservation Request Form, sign and date to confirm that you have read and understand the information presented, and return the form to the MOSN I BOD office for approval.

To arrange your reservation date, please contact the Community Association Manager (CAM)

Mosaic Services LLC

Community Association Managers (CAM's):

Courtney Waller & Crystal Tomlin

Phone: (863) 874-4816

Fax: (863) 874-4817

Reservation is being made by a MOSN I or MOSN II member in good standing.

Member name: \_\_\_\_\_

Member address: \_\_\_\_\_

\_\_\_\_\_

Contact phone # \_\_\_\_\_

Date of Desired Reservation \_\_\_\_\_

Type of Activity \_\_\_\_\_

Time to start set-up \_\_\_\_\_

Activity Time \_\_\_\_\_ to \_\_\_\_\_

Clean up time is **after the party** or **prior to 8:00 AM** the following morning.

Please check the clubhouse and/or patio for any and all prior damage and record these below. Following the activity, the member is responsible for all clean-up and damages to restore it to the state in which it was received, unless prior arrangements have been made with the MOSN I Board of Directors.

I have read the rules for reserving the facilities and agree to them.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form to the MOSN I office for approval.**

Scheduling approved by:

\_\_\_\_\_ Date: \_\_\_\_\_