



East Village Master Association

Clubhouse Rules and Policies

“A Smoke Free Facility”

Due to fire regulations, the Clubhouse is limited to 86 persons when tables and chairs are used. All other uses are limited to 163 people. It is MANDATORY that you stay within these limits.

To reserve the Clubhouse, contact the onsite Facilities Director or book the Clubhouse by visiting our website www.eastvillageofvenice.com. A \$250.00 security deposit is required. No post dated checks accepted. Residents will be responsible for any damage occurring during their use of the Clubhouse and/or for not cleaning per specifications. A \$100.00 non-refundable fee is charged for private functions. A \$75.00 cleaning fee is charged for private functions. HOA sponsored functions are not required to pay a fee. **Checks are payable to East Village Master Association.**

A. GENERAL INFORMATION

The pool facility bathrooms are open for community members during the hours of 6:00 a.m. and dusk.

1. Clubhouse bathroom facilities are available during functions only.
2. Clubhouse shall be cleaned as stated under #14 “Cleaning.”

B. PRIVATE AND HOMEOWNER ASSOCIATION SPONSORED FUNCTIONS

1. **Availability:** The Clubhouse is available for use by all community members.
2. **Denied Use:** A community member may be denied use of the Clubhouse for the following reason(s):
 - a. History of damage to the Clubhouse
 - b. History of negligence concerning Clubhouse Rules and Policies
 - c. Delinquent in paying Community Association Assessment (it is up to the individual HOA to notify the EVMA if a homeowner is not in good standing).
 - d. Other reasons deemed substantial by the EVMA Board Members.
3. **Reservations:** Reservation(s) are made by calling the onsite Facilities Director, or online at www.eastvillageofvenice.com. All dates are reserved on a first-come, first-serve basis. Two separate checks must be submitted – a \$100.00 non-refundable fee and a \$250.00 security deposit. Checks must be received within one (1) week of reservation acceptance or the reservation will be cancelled. No post dated checks will be accepted.

4. **Cancellation(s):** If you need to cancel your reservation, please notify the Facilities Director a at least 48 hours prior to the event. Security deposit will be forfeited for all “No Shows.” Any other bookings you might have may also be cancelled.
5. **Fees:** Security Deposit of \$250.00 will be refunded within one week after the function under the following conditions:
 - a. Clubhouse is left in acceptable condition
 - b. No damage has incurred
 - c. No infractions of Clubhouse rules were committed, any of which will require forfeiture of the total security deposit. The EVMA Board of Directors shall have jurisdiction over this matter. Appeals may be made to the EVMA Board of Directors. A fee of \$100.00 is charged for each function and is non-refundable. Waiver of fees is subject to the discretion of the EVMA Board of Directors. Checks are payable to: East Village Master Association. No post dated checks accepted.
6. **Hours Available:** The Clubhouse is available for functions between the hours of 9:00 a.m. and 11:00 p.m. Entrance to the Clubhouse for the purpose of preparing of a function may not begin more than three hours prior unless special arrangements are confirmed by the Facilities Director. The pool facility connected to the Clubhouse has an alarm set for 9:00 p.m. Anyone accessing the pool facility after 9:00 a.m. will trigger the alarm and the Police Department will be notified.
7. **Supervision:** The community member(s) reserving the Clubhouse must be in attendance for the duration of the function. Member(s) reserving the Clubhouse is/are responsible for the conduct of all guests.
8. **Lockup:** The Clubhouse must be secured upon departure of the building. Failure to do so will result in forfeiture of the total security deposit.
9. **Alcoholic Beverages/Smoking:** **UNDER NO CIRCUMSTANCES shall alcoholic beverages be sold at any function.** If alcoholic beverages are served, the community member(s) reserving the hall are responsible for preventing the serving of alcohol to minors. The East Village Master Association, the EVMA Board of Directors, and employees, shall be held harmless from any and all liability or damage resulting from the actions of any intoxicated guest. This is a **SMOKE FREE FACILITY – WHICH INCLUDES POOL AREA, ALL BUILDINGS AND ALL GROUNDS OF THE FACILITY.**
10. **Parking:** All vehicles must be properly parked in spaces provided in the parking lot or on designated parking areas on grass (not in private drives). Any vehicle improperly parked will be towed at owner’s expense. It shall be the responsibility of the member(s) reserving the Clubhouse to inform his/her guests where to park. Members may park on grass only in designated parking areas. Designated grass areas: along East Village Drive – as close to street as safely possible.
11. **Animals:** No animals other than licensed, registered service animals are permitted within the Clubhouse.

12. **Furniture:** No furniture, tables, chairs, or equipment may be removed from the hall.
13. **Attachments:** No pins, tacks, nails, paint, or any type of adhesive is permitted on walls, windows, cabinets, doors, fixtures, moldings, or ceiling. No art work is to be removed from the walls.
14. **Cleaning:** The community member(s) reserving the Clubhouse is responsible to remove all trash from the building. The EVMA waste management container may NOT be used to dispose of this trash.
15. **Pool Area:** The swimming pool area is that area contained within its surrounded fence. THE POOL AREA IS STRICTLY OFF LIMITS TO ALL GUESTS OF A FUNCTION unless special arrangements are made with the Facilities Director. Evidence of a violation of this policy will result in forfeiture of security deposit. Bathing suits and bare, wet feet are prohibited in the Clubhouse. All guests must be properly attired.
16. **Paper Products:** No food or beverages of any kind may be served in glass containers.
17. **Check List:** It is imperative that the members(s) making the reservation upon entering the Clubhouse to set up for their function, fill out the "Clubhouse Initial Inspection" form. Conditions should be checked carefully to avoid loss of security deposit as a result of un-reported, pre-existing conditions. Contact the Facilities Director immediately if facility is not in clean condition or has damage. Assessments for damage or lack of cleanliness will be based on the visual inspection and reporting of damage after the function. The community member(s) reserving the Clubhouse is responsible for the payments of all costs for repairs, replacements, or cleaning of all items noted on the "After-Event" checklist. The community member(s) will be responsible for the full replacement value of any damage occurred during the function above and beyond the \$250.00 security deposit.
18. **EVMA Board of Directors and Member Homeowner Associations:** The EVMA Board of Directors and Member HOA's may sponsor community functions at no fee. Any damage occurring at such an event shall be the responsibility of the member causing the damage. For those events, a member of the HOA Board shall be responsible for completing the checklist both prior to and after the function.

***Note:** *The East Village Master Board and individual homeowner association boards will have priority booking(s) over all functions. It shall be the responsibility of the EVMA Board of Directors to affect the repair or replacement of all Clubhouse property damaged during any function. Under no circumstances will a community member(s) remove property from the facility. Please be considerate of your neighboring property owners with regard to noise and boisterous activity while using the facility. Music must be kept at or below Sarasota County acceptable levels.*