

Clubhouse Rental Procedure

- 1) Homeowner calls the HOA phone at 912-631-0606 or emails Clubhouse Chairperson at clubhouse@godleyhoa.com to reserve a date for the rental of the clubhouse.
- 2) If date is available, write HOLD in pencil with the name of homeowner their address and phone #, hours of event and event title in the Clubhouse Calendar Date Book.
- 3) Call Finance to verify that the member is in good standings with their dues. Information needed: name and address of homeowner. No one is allowed to utilize the amenities (gym, clubhouse or pool) if dues are not current.
- 4) Have homeowner fill out the Rental Agreement and Rental Policy which can be obtained at clubhouse or on the Association website @ www.godleyhoa.com.
- 5) Meet with homeowner to obtain signed Rental Agreement and signed Rental Policy. At the time of rental it is the responsibility of the homeowner to provide 2 checks. \$200.00 check for the rental and 300.00 security deposit. If these checks are not provided the date cannot be held for this homeowner.
- 6) Make 3 copies of the Rental Agreement, Rental Policy and checks. Give one set of copies to the Homeowner, one set to Finance along with the checks and a copy kept by the Clubhouse Chairperson.
- 7) Prior to event a pre-function walkthrough is done with the Property Manager to make note of any disrepair or cleanliness issues. Arrangements can be made for the pre-function walkthrough at 912 631-0606.
- 8) Pre-function walkthrough will consist of the following items for review:
 - a. Check trashcans, toilet paper and paper towels in bathrooms and kitchen.
 - b. If using the grill it needs to be checked for propane.
 - c. Check microwave oven, range, disposal, dishwasher and refrigerator for operation and cleanliness.
 - d. Show homeowner the location of spare tables and chairs in the Savannah room. All furniture must be put back in original location at end of function.
- 9) Post Function:
 - a. Walkthrough and make sure all is back in order. If all is okay, destroy the deposit check.
- 10) Clubhouse cannot be rented for profit earning functions.
- 11) Homeowner is required to have a functioning Key Card.
- 12) Renters must obtain written permission from the Homeowner and the Homeowner must sign both Rental Agreements.