

ESSEX PARK CLUBHOUSE USAGE AGREEMENT

In exchange for the opportunity to use the Essex Park Clubhouse, located at 707 Chanson Drive, and its furnishings and equipment (the "Clubhouse"), I, the undersigned, agree to the following terms and conditions set forth by the Essex Park Property Owners' Association, Inc. ("Association"):

Reservation Process

1. How to Reserve: Submit the Clubhouse Reservation Google Form. This is sent to the Secretary of the Board. This form confirms you have read and agreed to this Usage Agreement.
2. Access Code: You'll receive a door code prior to your event. The code is valid only for the reserved date.
3. Checklist Submission: After your event, complete the Clubhouse Checklist and return it either to the mailbox in front of the Clubhouse or via email to essexpark.clubhouse.rentals@gmail.com.

Fees and Eligibility

4. Rental Fee: A non-refundable fee of \$150 is required. Payment can be made by personal check (payable to EPPOA) and placed in the mailbox in front of the clubhouse or through Zelle at essexparkbills@gmail.com.
5. Eligibility: Only homeowners in good standing (i.e., current on dues and with no open ASC violations) may reserve the Clubhouse.

Shared Community Amenities

6. The restrooms, pool, and tennis courts remain open for all members at all times and cannot be reserved for exclusive use. However, your guests may use these shared amenities respectfully alongside other members.

If you plan to use the pool or tennis courts during your event, you must:

- Notify the board when making your reservation.
- Review and enforce all posted rules with your guests.
- Accept full responsibility for your guests' conduct and compliance.
- Not move the metal tables located in the pool area.

Event Guidelines & Responsibilities

7. Reservation Times: Events must end by the scheduled end time. If you remain in the clubhouse past your reserved time, you may be charged a \$50 fine.

8. Alcohol: If alcohol is served:

- You are responsible for safe consumption and providing transportation for any intoxicated guests. - You accept full liability and release the Association from all claims or damages arising from alcohol-related incidents and any other incidents.

9. Liability: You agree to indemnify and hold harmless the Association (and all related parties) from any claims, damages, or legal fees resulting from your event.

10. Guest Conduct: You are responsible for all guests' behavior and must ensure compliance with this agreement and all Association rules and regulations.

11. Emergency Access: While you have reserved use of the Clubhouse (excluding restrooms), any Association member may enter if a person's behavior threatens health, safety, or property.

12. Legal Compliance: You must be at least 21 years of age and an EPPOA homeowner, and you must remain present at the clubhouse for the duration of the event. The clubhouse shall be used solely for lawful purposes.

If any activity during the event violates federal, state, or local laws or ordinances, any member of the Board of Directors and Officers or one of their representatives shall have the authority to take possession of the Clubhouse and direct all guests to leave the property immediately.

Condition and Cleanup

13. Pre-Event Inspection: Review the Clubhouse before your event using the checklist. If anything is damaged or out of order, notify a Board member by emailing essexparkmarietta@gmail.com and essexpark.clubhouse.rentals@gmail.com. Otherwise, you may be held responsible for existing issues. You may also request a post-event inspection.

14. Cleaning Requirements: Clean the Clubhouse immediately after use. This includes:

- Removing trash and placing it in the outside container
- Wiping down counters and tables
- Vacuuming the floors
- Cleaning the kitchen
- Removing all decorations and food
- Turning off lights and locking doors

Failure to clean properly will result in a \$200 cleaning charge.

15. Repeat Violations: Failure to clean up properly twice will result in suspension of your Clubhouse privileges.

Additional Rules

16. Do not move furniture. Glitter and confetti are not allowed. Nothing may be attached to the walls. Decorations may be attached to the glass as long as all traces of them are removed. We suggest suction hook, fun tac or tape on the glass part of the windows only.

17. Lost & Found: If personal items left in the Clubhouse area are not claimed after notice is given, they will be considered abandoned, and disposed of. Any disposal fees incurred will be paid for by the homeowner.

By completing the clubhouse rental form, you confirm that you have read, understand, and agree to all of the terms outlined above.