

**3000 SOUTH BRAESWOOD COUNCIL OF CO-OWNERS
PROCEDURES FOR RESERVATION OF THE CLUBHOUSE
FOR A PRIVATE FUNCTION DULY ADOPTED BY THE
BOARD OF DIRECTORS**

1. The clubhouse and its facilities may be reserved by an owner for a private function.
2. An owner who wishes to reserve the Clubhouse and its facilities for a private function must file an application with the Board of Directors on the prescribed reservation form which is available from the President or on our website.
3. The application for reservation is to be accompanied by a deposit of \$100.00 (refundable) and a usage/rental fee of \$50.00 (non-refundable).
4. Reservations will be made on a “first come”, “first serve” basis.
5. The owner who reserves the clubhouse must be in attendance at all times during the function.
6. The clubhouse may only be used for such lawful purposes and in such a manner as is permitted in the Condominium Documents.
7. As the area is small there shall be no loud music as to disturb other residents during a function.
8. The event/function must be over by pool closing of 10 PM.
9. Prior to the function a representative of the Board of Directors will accompany the owner on a walk-thru inspection of the clubhouse and will check off any defects and will give the owner reserving the building the key.
10. Immediately after the function, the reserving party must have the clubhouse cleaned or must leave the facility in a clean and tidy condition. All utilities must be turned off and outer door locked. The reserving party must also remove any trash.
11. A second walk-thru inspection of the clubhouse will be done after the function with the owner and a representative of the Board of Directors, and if found in a clean and tidy condition with no damage having been caused, the check for the deposit (\$100.00) will be returned to the owner. (Otherwise this check will be used to defray the cost of cleaning or repairing any damage.) The key will then be returned to the representative of the Board of Directors.
12. The above rules/procedures does not detract from the liability of the owner to refund to the Association any expenditures incurred by it in repairing or replacing any General or Limited Common Elements damaged by such owner’s negligence or by the negligence of his tenants, agents, or guests.

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