



INSTRUCTIONS FOR BRITTANY PARK RESIDENTS RENTING COMMUNITY CLUBHOUSE:

Dear Brittany Park Homeowner,

The clubhouse reservation module is for all owners to reserve the clubhouse via their online portal account. Please make sure you check the online portal calendar for available dates, as we will no longer be making your reservations via email correspondence.

NOTE: Regardless of what the ACS Calendar shows, there will only be 1 rental per day allowed for the Clubhouse Facilities due to cleaning scheduling after each event.

To check the Event Calendar and Reserve the Clubhouse facilities on www.atlantacommunityservices.com for your own event, please follow the steps below:

1. Click on Reserve an Amenity to the top of the screen
2. Click on the blue [Reserve Now](#) button
3. Check that the day and time are available
4. Select Guest Count
5. Complete Booking Details page. In Notes, please include event details. Click Next.
6. Click Pay Online Now and submit credit card details. Your Security deposit of \$150 will be in pending mode and will process 3 days before the event. A full refund of the deposit will be mailed should there be no Rental Agreement terms violated.
7. Click on Documents, print the Brittany Park Clubhouse Request Agreement, complete the form, and email document to: lori@atlantacommunityservices.com and kathryn@atlantacommunityservices.com

BRITTANY PARK CLUBHOUSE RESERVATION FORM

After your form and payment is received, the social committee will review your event request to ensure that it falls under, acceptable clubhouse rental functions. Rentals are granted on a first come basis. Dates are not confirmed until all forms of the rental agreement and rental payment is confirmed, and your event has been confirmed via email by a member of the Social Committee.

The clubhouse rental hours are from 9am-1am. All residents renting the Clubhouse must be current with their Brittany Park HOA dues at least 30 days before rental application is submitted. No exceptions will be given.

Name: _____

Address: _____

Home #: _____ Work # _____

E-mail Address: _____

Date of Party: _____ Time: _____ Estimated Number of Guests: _____

I acknowledge I have read the rules and regulations governing the clubhouse below and I agree to abide by these rules. As the homeowner, I understand that if I am not present during the entire duration of the rental, the association has the power to shut down the event, ask all guests to leave, and withhold entire security deposit. **Also, in the event that I have not cleaned and vacated the Clubhouse by the agreed upon timeframe, I agree to surrender my security deposit.**

X: _____ Homeowner Signature

Deposit Paid (\$150.00) Fee Paid (\$100.00) Credit Card

Please describe the scope of your event (type of function/ set-up details):

The Renter assumes full risk and responsibility of his/her guests for damage to the Association property and/or personal injury that occur during the rental. The Renter agrees that he/she will not hold the Association liable in any way, whether such an accident occurs on the common ground, on any part of the recreational facilities, parking areas or adjacent areas.

X: _____ Homeowner Signature

Brittany Park Homeowners Association Clubhouse Reservation Form

Host Liquor Liability and Indemnification Agreement:

Please sign whether alcoholic beverages will be served or not

The undersigned Member (“Member”) of Brittany Park Homeowners Association, Inc. (“Association”) agrees that, in consideration for the exclusive use of the Association Clubhouse (“Clubhouse”) between the hours of _____ & _____ on _____ (date) the Member will (please fill in with your answer) _____

In the event that I have not cleaned and vacated the Clubhouse by the agreed upon timeframe listed above, I agree to surrender my security deposit.

Comply with all applicable laws and regulations, including but not limited to the social host liquor liability laws and Georgia’s liquor laws. The Member shall indemnify the Association and hold the Association harmless for any and all liability arising from the social host liquor laws.

1. Comply and abide by all rules and regulations of the Association and will take personal responsibility to ensure that each of his/her guests will comply with and abide by all local, state and federal laws and by rules and regulations of the Association. The Member will indemnify the Association and hold it harmless for any liability arising from the acts of the individuals present at the Clubhouse, or on Association property, or in the Brittany Park Community, as a result of the Member’s party or event.

The undersigned Member agrees and represents to the Association that he/she has read the Association rules and regulations regarding the use of the Clubhouse.

Signature: _____

Date: _____

Address: _____

Brittany Park Clubhouse Rental Rules

The Clubhouse can only be rented by an adult resident member of the Brittany Park HOA:

The Brittany Park Homeowner responsible for the rental must be present at the event, failure to do so will result in function being terminated and forfeiture of deposit.

The Clubhouse may not be reserved on a "sub-lease" basis.

Residents sub-leasing will lose their privilege to rent out the clubhouse

No teenage theme parties (Sweet 16th, birthdays, etc.) can take place in the community clubhouse. **No exceptions**

The reserving member must be current on all Brittany Park HOA dues and obligations.

The **reserving member will be responsible for the actions and behavior of their guests.**

No one under age 21 is allowed to consume alcohol on the premises

No pets are allowed in the Clubhouse. No smoking allowed inside the Clubhouse.

The Clubhouse may not be used for personal gain. The Clubhouse is for Members and their guests.

The Clubhouse may not be used for functions that are "Open to the Public" or for "fund-raising" events without prior written approval (Brittany Park's Board of Directors).

Reservations will be accepted on a first come first serve basis but will not be accepted more than 90 days prior to the rental date nor less than 30 days prior to the event.

No pool or other amenity privileges come with the Clubhouse rental. The pool area cannot be rented.

Under no circumstances should anyone use the pool after the pool or pool deck area has closed.

If your guest would like to use the pool during pool hours, please see the pool attendant on duty.

Children under 14 must be supervised by an adult at all times

The Clubhouse Committee has the right to deny clubhouse rentals based on scope of event. **(family reunions are not allowed at the clubhouse)**

The clubhouse is **not available on any holidays. No exceptions**

Reservations are not confirmed until Lori@atlantacommunityservices.com receives a signed Reservation

Form, rental fee of \$100 and a security deposit of \$150 and your event is confirmed by the clubhouse committee.

The rental fee contributes to the cost of maintaining the Clubhouse. The security deposit check will be returned (within 30 days) to the Renter if there is no damage to the property during the rental and if it is satisfactorily cleaned after usage (left in as good shape as they received it). In addition, any violation of the common area facility rules can result in forfeiture of the security deposit. Any rental cancelled less than 7 days prior to the booked event will forfeit the \$50 of the rental fee.

A volunteer from the Clubhouse Committee will contact the renter at least 3 days prior to the rental to arrange for the pre-rental walk-through and provide you the pass code to the front door. If you have not been contacted 3 days prior to your rental, please contact the Brittany Park community voicemail at 404-404-478-9304 or at socialbrittanyparkhoa@yahoo.com for help in scheduling appointment.

The rental period is from 8AM to 1AM (this time includes your clean-up time) The clubhouse needs to be clear of all guests and cleaned by 1am. . All windows and doors must be closed during events. All music and party activity must be contained within the clubhouse building. Guest loitering in the parking lot is prohibited. All people should be out of the building by 1am. If additional time is needed for clean-up, it should be completed before 9AM the following morning.

- **DECORATIONS:** The affixing of anything to the walls, floors, or ceiling using nails, staples, tape, tacks or other substances is prohibited. Confetti, bird seed, rice and other such materials are not permitted on the premises. **Outside decorations must be approved by Board of Directors.**

- **PREMISE SECURITY:** The Brittany Park Homeowners Association will not assume responsibility for damage or loss of any merchandise or articles left on the premises.

The Fire Marshall has established a limit of **100** persons in the Clubhouse at any one time. Violations may result in forfeiture of the deposit as well as liability for any fine levied against the Association.

Brittany Park Clubhouse Rental Checklist

The following items must be checked and cleared by a member of the Clubhouse Committee before your rental deposit will be released. Your clean-up of the clubhouse must be completed following your function or early the following morning before the scheduled “walk-through” with a Clubhouse Committee Member. It is suggested that you arrive early for the walk-through to check the clean-up. Often the Clubhouse does not look as clean in the morning light as it did the night before after the party, and it must be properly cleaned and ready for the next rental to ensure that your deposit will be fully returned.

Wipe clean all counter tops, tables, and chairs.

Clean the kitchen areas-remove any items you put in the refrigerator.

Refrigerator / freezer must be wiped down

All windows closed and locked

Sweep, dust furniture, and mop all floors. Clean any spill spots on floors.

Return all rugs and furniture to the original placement, including tables and chairs moved.

Clean bathrooms-empty trash cans.

Remove all trash from cans. Take trash with you, or place it in the trashcans located behind the pool area in the back. Place trashcans on the curb in front of the clubhouse for trash pick-up that week. Assure that all water is turned-off.

Turn off lights (Do not change any of the pre-set light timers).

Remove all personal items including your decorations.

Turn off thermostat and close all blinds

Lock all doors – including the kitchen back door located in the kitchen area. Also please ensure that back door leading to the pool deck is locked (a member of the Clubhouse Committee will come and lock the front door. Please make sure the door is closed all the way.) Re-stack 6ft tables in the corner of the room near the kitchen.

Please Note: The primary goal of this checklist and rental process is to ensure that each renter receives a clean Clubhouse for their rental and leaves the clubhouse in as good or better shape than they found it. Thank you for helping us to keep the Clubhouse a first-class facility.

Brittany Park Homeowner Sign and Date

Printed Name, Address, and contact phone #