



## **Clubhouse Rental Agreement**

The accompanying agreement represents a change in the present clubhouse usage policy. You will notice that there is now a possible cost associated with a rental, and a new way of assuring that the facility is being used in an appropriate manner.

Rental fee\*: Your Board decided that this was a necessary step to help offset the costs associated with the replacement of the items that have been in a state of decline over many years. The replacement cost of these items should be assessed to those using the facility for something other than a community function and not by those in the community who do not choose to use it.

Policy change: Fill out the contract and send as instructed with your "DEPOSIT" of \$ 400.00 and, if applicable, your rental fee by separate checks. You will receive a PIN code for the door from Leland Management prior to your usage date. After your rental, you remain responsible for the condition of the clubhouse until it is inspected by a member of the community, and if found to be left in acceptable condition your security check will be returned by Leland Management.

This rental is for the use of the clubhouse. If rented during posted pool hours, the pool and veranda are available for use on a nonexclusive basis. Any party planning to use the pool and/or veranda will be subject to the Sevilla at World Commerce Homeowners Association pool rules that are shown at the pool.

It is important to read and understand this new agreement to avoid any misunderstanding at the time of your event.

Sevilla HOA Board of Directors

\* This fee only applies to those using this facility for private parties and for those using it for a business or commercial activity. Business and commercial activities are limited to the clubhouse only.



## **Sevilla Amenity Center Rules & Reservation Agreement** Page 1

WHEN PLANNING YOUR FUNCTION, PLEASE MAKE YOUR RESERVATION AS FOLLOWS:

- Complete and sign the "Reservation Agreement"
- The fees for usage of the Amenity Center are as follows: Minimum- \$50.00 for up to 4 hours. Thereafter, \$25.00/hour to extend the party for a maximum extension of 2 hours and must be paid in advance.
- Forward your agreement and "DEPOSIT" of \$ 400.00, and, if you are to pay a usage fee, also forward it as a separate check. These check(s) are necessary to secure the date and time of your rental request.

Make checks payable to:

Sevilla at World Commerce HOA  
10175 Fortune Parkway, Ste. 906  
Jacksonville, FL 32256  
Direct Phone: (904) 483-2986  
Direct Fax: (904) 306-7068

### **ACCESS PIN CODE for clubhouse door:**

You will be given a PIN code for the clubhouse door lock which will be valid for 30 minutes before and after the reservation hours. To activate the lock using the keypad, first press the part of the keypad that says "Yale", then enter the 4 digit PIN code, followed by pressing the ✓. The lock will open. To lock the door upon leaving, simply press the "Yale" button again. A representative of the community will inspect the clubhouse and finding that the rental Rules and Guidelines were followed and the facilities were left in satisfactory condition, Leland Management will be instructed to return your "DEPOSIT" check.

## Rules and Guidelines

- You are responsible for cleaning the facility after your party. If cleaning is not done or not completed by the time your reservation is scheduled to end, a cleaning crew will be hired and the cost of cleanup will be deducted from your "DEPOSIT".
- Trash should be bagged and taken home.
- You are responsible for any damage caused or for any missing furniture. The amount needed to repair or replace said damage will be deducted from the initial "DEPOSIT" or billed to you if the deposit is exceeded.
- This reservation does not include the exclusive usage of the pool area or veranda.
- You are responsible for the behavior of your guests and for ensuring your guests understand that they "are swimming at their own risk: No night swimming is allowed in accordance with the Pool Permit." Any violation of the "POOL RULES" will result in the forfeiture of the security "DEPOSIT".
- Your party/reservation may not begin before 8am. Your party/reservation may not run past 9pm.
- Indicate when the party is to begin and end.
- No smoking or alcoholic beverages are allowed inside the facility or outside around the pool and veranda.
- Grills can be located in the designated area only.
- Your \$400.00 "DEPOSIT" will be returned after assuring the Amenity Center is left in the same condition as before and trash taken away. If it is found that you have reserved the clubhouse for another homeowner who is not up to date with their dues, your "DEPOSIT" will not be returned.
- Note: Parties must not exceed 25 people. No party reservations will be accepted for Memorial Day, July 4, and Labor Day in fairness to all members. Again, you and your party must abide by the Sevilla at World Commerce Homeowners Association Rules at all times. Failure to do so will result in the forfeiture of your "DEPOSIT".

**Reservation Agreement**

- I understand and agree that I and my guests shall adhere to the "Rules and Guidelines" established for Sevilla Amenity Center and "The Sevilla at World Commerce Homeowners Association Pool Rules". Failure to adhere to the Rules and Guidelines may result in forfeiture of my "DEPOSIT".
- Furthermore, I understand and agree that Sevilla at World Commerce Homeowners Association, Inc., will be held harmless and has no liability for any injury, accident, any and all claims, losses, costs, or suits that may arise in connection with the party scheduled.
- I understand this party is for my use, and I am not renting the clubhouse for another homeowner whom is not up to date with their dues.
- I understand and agree that the below checked usage is the sole purpose for this rental request, and any use other than the described will result in the loss of my "DEPOSIT".

PURPOSE FOR REQUESTING TO RENT THE CLUBHOUSE – CHECK ONE:

Community function or civic activity \_\_\_\_ (NO FEE CHARGED, PROVIDE DOCUMENTATION)

Private party \_\_\_\_ (FEE CHARGED)

Business or commercial function \_\_\_\_ (FEE CHARGED)

IF YOU ARE RENTING A HOME IN SEVILLA, PLEASE ATTACH A CURRENT COPY OF YOUR RENTAL AGREEMENT.

Party Date is \_\_\_\_\_ and it BEGINS at \_\_\_\_\_ and set to END at \_\_\_\_\_

Number of guests attending is \_\_\_\_\_

Furthermore, I acknowledge that I have received a copy of and understand the pool rules governing our facility.

Attached is my check in the amount of \_\_\_\_\_ for the described usage.

Signature \_\_\_\_\_

Home Address \_\_\_\_\_

Contact Number \_\_\_\_\_ Alternate \_\_\_\_\_

Must be Approved by Leland Management, Inc.