

CALAIS AT PELICAN BAY
POLICIES AND PROCEDURES
FOR USE OF THE CLUB HOUSE

1. The Clubhouse at Calais is for the benefit and use of Calais owners and others enjoying the privilege of an owner.
2. Requests for usage of the Clubhouse will be in writing and confirmed upon completion of a signed agreement and payment of a deposit, if required. At the time the request is made, the following information must be provided:
 - Name, address and telephone number of the responsible individual or individuals (Responsible individual is defined as a Unit Owner or tenant of record)
 - The type of event and activity
 - The expected number of attendees
 - Food and beverages to be served in any
 - Insurance certificate, if required.
3. All individuals wishing to prepare and serve food and beverages may do so upon agreeing to setup, take down, and clean up immediately following the event.
4. Calais staff will not setup or arrange furniture or otherwise assist in any individual function.
5. Decorations may be made by those reserving the Clubhouse and must be made in such a way as not to disfigure or damage any property. Decorations must be completely removed without damage or a charge will be imposed for removal and repairs.
6. Serving of alcohol is permitted if there is (1) no charge for the alcohol (2) no individual under the age of 21 will be served, (3) no individual will be served or allowed to continue to drink who appears intoxicated. The responsible individual must also sign a Calais hold harmless agreement for each event and provide a certificate indicating liability insurance of at least \$1 million per occurrence.
7. All activities must be completed and the Clubhouse vacated by 10 PM
8. Organized Calais social functions shall have the priority use of the Clubhouse.
9. Activities that are prohibited include the following:
 - A. Physical event activities
 - B. Events using paints or other similar materials
 - C. Events involving pets
 - D. Any events that offer merchandise for sale
 - E. Events in which the noise level or odors would disturb near by Unit Owners
 - F. Activities for which there is no sponsoring individual that will agree to abide by the Calais policies.
 - G. Events at which the responsible individual or individuals are not present.

- H. Activities that will exceed the capabilities of the Clubhouse and related parking
- I. Business or Commercial organizations.

10. The responsible individual will be responsible for loss or damage to any equipment or furnishings. Any deposits held shall be applied to the cost of repair or replacement. Additional costs to repair or replace lost or damaged items in excess of the deposit shall be paid by the responsible individual.
11. Non Calais equipment or furniture must be removed immediately after the event.
12. There will be no fees for services charged to the participants by the responsible individual.
13. There will no advertising or promotion in connection with an activity with the intent of inviting non Calais participants.
14. Although the Club House and the patio deck may be reserved for a private function, the pool, pool deck and spa area must be kept available for the use of other Calais residents. Function guests should be aware of the requirement and refrain from using the pool deck.
15. Lessee/s hereby agree/s to pay the Association a \$25.00 nonrefundable use fee in conjunction with this agreement. In addition, a \$250.00 security deposit will be paid and held by the Association. These payments shall be made with two separate checks and shall be attached to this lease application. Upon approval of the lease, the \$25.00 fee will be deposited into the Association's account. The Security Deposit check will be held until after the function and proper inspection has been made of the premises by the Associations representative. At the sole discretion of the Association's representative this Security Deposit may be used to pay any expenses of cleaning and/or repairs or replacement required pursuant to the use of the facility by the lessee. Refunds of any unused deposit or requirement of payment or additional deposits shall be at the discretion of the Association. The responsible individual will also be responsible for any Calais costs described herein in excess of the deposit.
16. The Clubhouse is a nonsmoking facility.
17. Individuals authorized to approve a request for use of the Calais Clubhouse include:
President, Vice President, Treasurer or site manager.
18. These policies and procedures are not intended to apply to official Calais functions organized by the Board or any of its committees. Nor would they apply to casual use by bridge or similar card groups, or investment or similar clubs or groups, (12 or fewer individuals) except as to coordinating scheduling of the use of the Clubhouse.

February 13, 2008

CALAIS AT PELICAN BAY

REQUEST FOR USE (LEASE) OF THE CLUBHOUSE

I request the use of the Calais Clubhouse and agree to abide by the Calais Policies and Procedures for use of the Clubhouse.

Date and time of requested use of the Clubhouse:

Date _____
Time _____

Name _____
Unit Number _____
Address _____
Telephone number _____

Description of the event to be held:

Number of individuals expected to be in attendance _____

Will food and beverage be served Yes _____ No _____
Will alcohol be served Yes _____ No _____

Requesting responsible individual will indemnify Calais at Pelican Bay for and save it harmless from and against any and all claims, actions, damages, liability and expense in connection with injury to persons or property arising from or out of the use or occupancy of the undersigned, and his/her agents, employees, guests, or licensees. I agree to the terms and conditions above and I have read and agree to abide by Clubhouse Rules and Regulations included with this form and attest that I am at least 21 years of age.

Signature of requesting responsible individual

Date

Required deposit received _____

Required insurance certificate received _____

Accepted and scheduled

Authorized Calais representative

Date _____