

Scotty Hollow Condominiums

Clubhouse Rental Procedures

To request a reservation at the Clubhouse for a private function, please contact Jean Hutchinson at Property Management of Andover between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday at (978) 683-4101.

The Clubhouse is intended to be used by Scotty Hollow residents and their guests ONLY. Cleaning the Clubhouse is the responsibility of the person renting the Clubhouse. The Clubhouse will be inspected after usage. Note: Individuals renting the Clubhouse are responsible for providing their own cleaning supplies. Any outstanding fees or fines owed to the Association must be paid prior to Board approval.

Functions rented up to 5 hours is \$300.00 with a \$50.00 security return, Functions rented 5.5 to 8 hours is \$350.00 with a \$50.00 security return. Any rental over 8 hours is an extra \$25.00 per hour and must be pre-approved by Property Management so they can arrange coverage to open and close. The security deposit will be returned only after an inspection of the Clubhouse has been made and it is determined that it has been left in satisfactory condition. The security deposit will be returned within twenty-one days following the function. Paperwork needs to be completed and returned with deposit, at least two weeks before date of rental. **If the function is cancelled in less than 48 hours, this will result in a \$25.00 fee taken from the deposit and paid to the individual who was assigned to open the facility for your function on the reservation date.**

F.Y.I.:

The Clubhouse function room contains 6 square tables, 24 chairs, two unusable fireplaces and a full kitchen with stove, refrigerator, oven and microwave. Guests at the function are NOT permitted to use the pool. All clean up of functions must be completed by 11:00 p.m. There will be no exceptions.

The clubhouse is opened and closed by authorized personnel only. The clubhouse is to remain occupied the entire time it is reserved. It cannot be left unattended at anytime. The resident who is renting the facility assumes all responsibility to adhere to these rules and regulations. Requests for multiple access times to the facility will not be permitted.

Parking is available in the parking area adjacent to the clubhouse on the left side of the building, and in the large overflow lot just beyond the pump house building. Please do not permit your guests to park on Scotty Hollow Drive.

SCOTTY HOLLOW CONDOMINIUM TRUST

Clubhouse Rules and Regulations

1. The Clubhouse is a Private Facility intended for the sole use of Scotty Hollow resident unit owners and tenants. Guests must be accompanied by owners (or tenants) when using the facilities. Non-resident owners, who have leased their units to a tenant, relinquish their clubhouse (and tennis and pool) privileges.
2. The upstairs area is available to residents for private functions. Such private parties are arranged through Property Management of Andover and must be booked at least fourteen (14) days in advance of the intended date of usage. Appropriate forms are available through Property Management of Andover, or the Scotty Hollow Website, www.scottyhollowcondos.com along with a written list of responsibilities and regulations. A deposit is required for all private functions. The maximum number of times a unit owner (or tenant) may use the Clubhouse for a private function is three (3) times during a calendar year. Additional requests will be approved if no other request is forthcoming for the same date.

NOTE: The Clubhouse is not available on Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Easter, July 3rd or 4th, Labor Day, Thanksgiving or "Super Bowl Sunday."

3. No pets are allowed inside the Clubhouse.
4. The maximum number of guests permitted at a private function is 60.
5. No outside cooking and/or grills are to be used at the Clubhouse.
6. No one under the age of 21 years may sponsor a private function. All existing federal or state laws regarding alcoholic beverages will be in affect at the Clubhouse. Residents who host a private function assume sole responsibility for liability regarding alcohol consumption by function attendees.
7. All private functions will end by 11:00 P.M. No exceptions will be made.
8. Cleanup of the Clubhouse after a function is the responsibility of the person renting the Clubhouse. Persons renting the Clubhouse are responsible for providing their own cleaning supplies, including a vacuum cleaner. The Clubhouse will be inspected after usage. A deposit is required of all persons renting the Clubhouse and will be returned **ONLY AFTER** an inspection of the Clubhouse has been made and it is determined that it has been left in satisfactory condition. If the Clubhouse does not pass inspection or if there is any damage, the security deposit will not be returned.
9. **NO GUEST OF A CLUBHOUSE FUNCTION WILL BE PERMITTED TO USE THE POOL.**
10. Parking is not permitted along the pond guard rail, across the street from the clubhouse or behind C1-C9 Scotty Hollow Drive, which is also across from the clubhouse/pool. Parking for guests is permitted in the clubhouse front circle, the lower parking lot to the left of the clubhouse and the large overflow parking lot adjacent to the building, directly after the building.
11. **Violation of any of these rules will result in suspension of future use of the Clubhouse and forfeiture of the deposit.**

SCOTTY HOLLOW FUNCTION ROOM CLEANUP DETAIL

At the conclusion of each function the clubhouse must be cleaned in accordance with the following details:

1. Rugs in both rooms to be vacuumed.
2. Table tops to be washed down. All food, spills, etc. must be removed (no stickiness to tabletops).
3. Chairs to be wiped down with a damp towel.
4. Fireplace hearths to be swept off.
5. Windows to be free of finger prints, food, etc.
6. Kitchen floor to be thoroughly cleaned with mop with a cleaning agent.
7. Counter tops, sink, cabinet fronts and appliances to be wiped down with damp towel and cleaning agent.
8. Interior of refrigerator and microwave oven to be wiped down with damp towel and cleaning agent.
9. Bathroom floor to be washed with mop and cleaning agent.
10. Bathroom fixtures to be wiped down (sink and toilet).
11. All waste baskets are to be emptied and cleaned. Install plastic liners in each bucket. Liners are under the kitchen sink.
12. Disinfect entire Clubhouse at end of event.
13. Fine of \$10.00 will be charged to unit owner, if any helium balloons are left at the ceiling level in the clubhouse. The balloons get caught in ceiling fans and can cause damage. Your account will be billed back for maintenance to bring in a ladder and remove them.

Please leave the function rooms in as clean a condition as you would like to receive them. Failure to follow this outline when cleaning the clubhouse after your function may lead to forfeiture of your security deposit as well as forfeiture of future use of the building.

Your cooperation is greatly appreciated and have a good time!

*RELEASE OF LIABILITY
SCOTTY HOLLOW CONDOMINIUMS &
PROPERTY MANAGEMENT OF ANDOVER*

1. The person renting the clubhouse must:
 - * not tape, nail or tack decorations to the ceilings or walls
 - * remove all decorations immediately at the end of the function
 - * clean up food and paper goods from all rooms, bathrooms and kitchen
 - * clean kitchen thoroughly, including the floor
 - * secure all trash in trash bags and place bags in garage area for future disposal
 - * arrange cocktail tables, chairs and furniture back to original setup
 - * vacuum the rugs
 - * sliding glass doors have footlocks that must be unlocked when function commences and locked when function ends

2. NO "LIVE BANDS" ARE ALLOWED.

3. The Association does not have liquor insurance. Therefore, it is understood that the individual booking the clubhouse is responsible for the consumption of alcohol by his/her guests and will assume all alcohol related/influenced activities including driving under the influence liabilities.

I have received a copy of rules and regulations and cleanup detail for the Scotty Hollow function room and understand and will abide by them

Acknowledged and accepted by: _____

Date: _____

THIS ORIGINAL FORM MUST BE SIGNED AND RETURNED TO PROPERTY MANAGEMENT OF ANDOVER AT P.O. BOX 488, ANDOVER, MA 01810, TELEPHONE: (978) 683-4101 AND FACSIMILE: (978) 686-4664.

*SCOTTY HOLLOW CONDOMINIUMS
CLUBHOUSE RESERVATION REQUEST*

DATE REQUESTED: _____

HOURS (INCLUDE TIME REQUIRED TO SET UP FOR YOUR FUNCTION):

TYPE OF FUNCTION: _____

NUMBER OF GUESTS ATTENDING: _____

OWNER'S/RENTER'S NAME: _____

ADDRESS: _____

HOME TELEPHONE NUMBER: _____

WORK TELEPHONE NUMBER: _____

DATE REQUEST MADE: _____

SIGNATURE: _____

DEPOSIT PAID: _____ AMOUNT: _____

DEPOSIT RETURNED: _____ AMOUNT: _____

COMMENTS: _____

THIS FORM MUST BE COMPLETED AND RETURNED TO PROPERTY MANAGEMENT OF ANDOVER.