

Olde Ivy at Vinings Increased Clubhouse Availability and Organized Function Reservations

The Olde Ivy at Vinings Neighborhood Association has received several requests to increase the availability of the clubhouse to the residents of Olde Ivy. In an effort to meet these requests, the Association is beginning this process by making the clubhouse available to groups and organized functions such as Book Clubs, History Clubs, Movie Clubs, Bridge or Card Playing Clubs and similar at a nominal monthly charge. These are clubs which do not involve physical activities such as dance, yoga or exercise. This increased availability is not meant to replace the current Clubhouse Rental Program for private events but rather increase the utilization of the clubhouse for smaller organized groups. Please note, this program is related just for the clubhouse and does not include the pool area. This is a beginning point for increasing the utilization of the clubhouse. The Neighborhood Board of Directors will evaluate the program after several weeks and determine if additional availability is needed and/or feasible.

Rules and Requirements

The Neighborhood Association Board of Directors must approve functions in advance. The Board will begin reviewing any submitted reservation applications immediately on a “First Come” basis.

A nominal fee of \$50 / month will be charged to the function’s “Organizer”. This may be recouped by the “Organizer” from the “Participants” as they choose.

The maximum number of persons taking part in a function is twelve (12) unless written approval from the Board has been given. Groups of more than 12 must follow the clubhouse rental process.

A function cannot begin before 10:00 AM nor end later than 10:00 PM. Each function is limited to four (4) hours.

The function organizer (“Organizer”) in order to reserve the Clubhouse for a function must:

(1) Be an Olde Ivy property owner in good standing

(2) Submit a request (*develop a form*) to the Olde Ivy Neighborhood Board of Directors and the Property Manager, at least 21 days in advance, with the following information:

- Organizer name, address and contact information (Organizer must be an Olde Ivy homeowner).
- Function date or the day of each month that the function will occur. (The Organizer can reserve a weekly or monthly date for up to six consecutive months but must submit a renewal request after six months.)
- A signed copy of this document acknowledging that the Organizer is responsible for the conduct of attendees, is liable for all damage to the clubhouse caused by Organizer’s function and will comply with all rules herein.

Organizer must agree to the following requirements:

- The Organizer is responsible for cleaning the clubhouse after use in accordance with the “Cleaning Checklist.” The clubhouse must be left as it was found upon arrival. Any spills of

food or beverages must be thoroughly cleaned, or the Organizer shall pay to have the clubhouse cleaned. Any violating homeowner will be assessed for such cleaning.

- No pets are allowed in the Clubhouse.
- The Organizer must attend each of her/his functions (unless an alternate has been approved in writing by the board).
- *Under no circumstances shall alcoholic beverages be sold or consumed at any function.* Violation of this requirement will result in Organizer being prohibited from organizing future events.
- No smoking is allowed anywhere in or around the clubhouse, including the front porch, clubhouse deck and grounds.
- Burning of candles, fireworks, and other live flames are not allowed in the clubhouse, porch, deck or grounds.
- The clubhouse (doors and windows) must be locked when leaving.
- The lockbox code may not be shared with anyone. The key must be returned to the lockbox before leaving after the function.
- If the key is lost, misplaced, or stolen, the Organizer will be charged for replacement of the locking system and keys.
- Thermostats must be returned to original settings.
- Restrooms and kitchen must be checked to ensure there is no running water in the toilets, urinals, and sinks.
- Ensure that the refrigerator door is closed.
- Ensure that all lights and ceiling fans are turned off.
- Ensure that the television is turned off.
- All vehicles must be properly parked in the guest spaces provided. Any vehicle improperly parked may be towed at the car owner's expense. Additional parking spaces are available, after business hours, outside the entrance near the clubhouse along Log Cabin Drive. Please avoid parking in the limited Guest Parking spaces in front of the Condo units.
- Report any maintenance issue at once when discovered by a phone call to Access Management 770.777.6870, followed by an email to portal.accessmgt.com
- Return all furnishings to their original positions.
- Bag and remove all waste and food from clubhouse and surroundings. Deposit the trash into dumpsters located outside of the Clubhouse at the entrance to the fitness center.

Please note that any additional required cleaning or damage repairs will be assessed to the "Organizer" for reimbursement.