

Tall Pines Community Association Rules for Clubhouse Usage

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Definition of Clubhouse

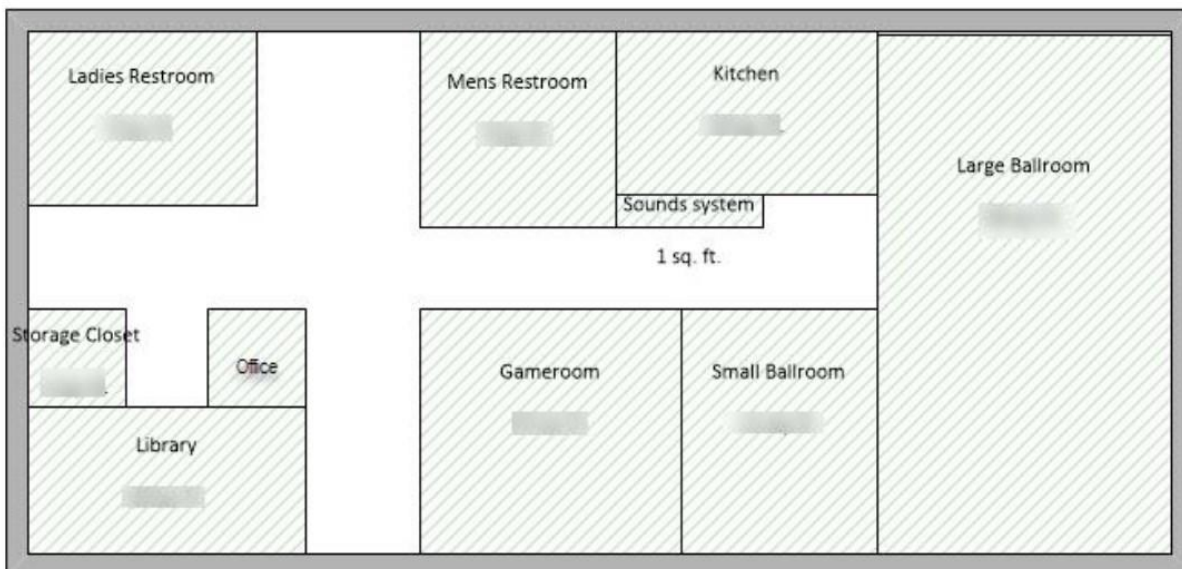
The Tall Pines Clubhouse is an approximately 6200 square foot building physically located at 10930 Tall Pines Blvd in New Port Richey, Pasco County, FL. The Pasco property parcel is 31-25-17-0000-00100-0042.

Purpose: The purpose of this document is to outline and standardize the processes and rules pertaining to the Tall Pines Clubhouse which have been agreed upon by the Tall Pines HOA Board and are being formalized with this document.

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Clubhouse Diagram



Initial Rental Instructions	
1	The clubhouse may only be rented for parties by residents of Tall Pines. The renter must also be in attendance at the party and is responsible for those in attendance.
2	Once the clubhouse manager confirms that the requested date is available, the rental agreement will be filled out. One copy is given to the resident, and one will be kept by the clubhouse manager.
3	At the time of signing the agreement, a check for a \$200 deposit is required. This will reserve the date. Rental fee must also be paid at the time of reserving. Checks are cashed after the party occurs. Cash is not accepted as a form of payment.
4	After the completion of the party, the clubhouse will be inspected by the Clubhouse Manager. Rental deposit will be returned upon a satisfactory inspection. If there is any damage incurred during the rental period, the cost for repair or replacement will be deducted from the deposit.
5	If a resident of Tall Pines passes away, the Clubhouse may be used for a memorial gathering at no cost to the family. A \$200 security deposit must be paid in case of any damages. This should be arranged with the Clubhouse Manager.

Booking Priority	
1	<p>Priority given to rentals is as follows:</p> <ol style="list-style-type: none"> 1) Community Events (such as community parties) 2) HOA Board Meetings (Tall Pines or any sub associations) 3) TP Clubs (Social Club, Men's Club, Bunco, regularly scheduled card games, regularly scheduled exercise classes, etc.) 4) Party Rentals by a Tall Pines resident 5) Meetings which include non-residents

Clubhouse Rules	
1	The maximum number of attendees, per fire code, is 155. (Large Ballroom-104 & Small Ballroom-51)
2	The rental agreement will specify which rooms are allowed to be used. Any rooms not specified are off limits for the rental period.
3	If the renter wishes to decorate the day before, an additional fee must be paid and will only be allowed if the Clubhouse is not already booked for that date. The rental form will specify this.
4	There will be NO SMOKING within the building. There are ashtray receptacles provided outside both in the front and back of the building, and this is the only area where smoking is allowed on the property. Please use care with smoking materials to ensure they are extinguished in the provided ashtrays.
5	<p>The following items are not allowed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tape <input type="checkbox"/> Tacks <input type="checkbox"/> Balloons <input type="checkbox"/> Candles, except battery operated
6	There must be one (1) adult chaperone for every ten minor children in attendance.
7	Doors should not be left open, unlocked or unsecured.

Cleanup Instructions

1	The rooms rented must be broom clean
2	Garbage must be in bags, tied, and put in the dumpster
3	All items must be left as they were prior to the event.
4	All tables must be picked up and returned to cart
5	All chairs must be picked up and stacked 4 high by the wall

Regular Clubhouse Use

1	The Clubhouse has a game room, a library, a card room, a computer and a fax machine which are all open to use by any residents at any time.
2	Residents may purchase a key to the clubhouse from the Clubhouse Manager for \$20.
3	It is strictly forbidden for residents to share, lend or give their key to a non-resident.
4	There are thermostats throughout the building which control various zones. If the temperature is uncomfortable, the temperature may be adjusted, however it is imperative that the thermostat is returned to its prior setting before leaving the building. Directions are posted on the wall as to how to use the A/C/heating thermostats.
5	There is a state-of-the-art security system throughout the building. Any intentional damage or vandalism will be recorded, reported and prosecuted.

Additional Reference Material

[Clubhouse Rental Form](#)

[Clubhouse Pricing and Definitions](#)

Definitions and Descriptions	
<u>Term</u>	<u>Definition</u>
Club Meetings – large ballroom (other than TPCA, Village HOAs, Social Club, Men's Club)	Meetings up to 90 minutes, no food or beverages, no use of kitchen. The club must be nonprofit (501C) There must be members of Tall Pines who are also members of the club and will be attending the meeting. There must be a TP resident who is responsible for 'renting' the room and responsible for any damages, and they must put a deposit down for any damages
Club Meetings – small ballroom (other than TPCA, Social Club, Men's Club)	Meetings up to 90 minutes, no food or beverages, no use of kitchen. The club must be nonprofit (501C). There must be members of Tall Pines who are also members of the club. There must be a Tall Pines resident 'renting' the room and responsible for any damages, and they must put a deposit down for any damages. If the club is not non-profit, or wishes to use the kitchen, they will need to rent the clubhouse as a 'party short duration'
Community Parties	These are the parties open to all residents and guests which are hosted by either the Social Club or Men's Club (examples would be Pasta Night, St Patrick's Day, Valentine's Day, Kentucky Derby, Memorial Day, July 4th, Labor Day, Veterans Day, Christmas)
Event for any Tall Pines only clubs and open to all Tall Pines residents	This encompasses items such as Bunco, Social Club, Men's Club, Card Games, Exercise Classes, etc.
Game room	This room is off limits for rentals.
Kitchen	Kitchen use will be included with Party Rentals, but not with Meeting rentals
Library	If someone is renting the ballroom and wishes to use the library (for example as a 'bride's room' etc.) Unless specifically rented as part of the party, this room is off limits for rentals.
Party Rental – Long duration	Use of room for decorating and party for up to 12 hours. Includes use of kitchen but not library or game room.
Party decoration	Request to decorate room day ahead for an additional charge.
Party Rental - Short Duration	Use of room for decorating and party for up to 4 hours. Includes use of kitchen but not library or game room
Rental Priority	Priority given to rentals is as follows: <ol style="list-style-type: none"> 1) Community Events/Parties 2) HOA Board Meetings for either TPCA or sub associations 3) Tall Pines Clubs (such as Social Club, Men's Club, Bunco, pre-scheduled Card Games, etc.) 4) Rental by a Tall Pines Resident 5) Meetings which include non-residents
Parking	Parking is allowed during any events at the clubhouse. Any overnight parking would fall within the Parking Regulations and would require a board member or parking committee member to approve and issue a parking permit.