

**ORCHID GROVE
COMMUNITY DEVELOPMENT DISTRICT**

CLUBHOUSE

SCHEDULE OF
HOURS OF OPERATION,
FEES ,
AREAS & FEES FOR RENTAL,
RENTAL POLICIES, PROCEDURES AND REGULATIONS
(the “Club Schedule”)

Last Revised Pursuant to Resolution 2026-02 (May 14, 2026)

HOURS OF OPERATION

| CLUB FACILITY | HOURS |
|-----------------------|--|
| CLUBHOUSE | 9:00 AM to 5:00 PM |
| FITNESS CENTER | 4:00 AM to 11:00 PM |
| POOL | Dawn to Dusk |
| | Hours subject to change by District Manager |

FEE SCHEDULE

| CATEGORY | AMOUNT |
|--|---------------------------------|
| ANNUAL MEMBER FEE – Non-Residents | *\$1,200.00 |
| PERSONAL TRAINER FEE | \$10.00/session |
| LEASE APPLICATION PROCESSING FEE | \$100.00 |
| EVIDENCE OF MEMBERSHIP REPLACEMENT FEE | \$50.00 |
| LATE PAYMENT FEES | \$25.00 per month |
| RENTAL – FUNCTION ROOM (4 HOURS) | \$150.00 |
| SECURITY DEPOSIT | \$150.00 |
| ADDITIONAL HOUR OR PORTION THEREOF | \$50.00/hour |
| AFTER HOURS (OF OPERATION) RENTAL OR PORTION THEREOF | \$50.00/hour |
| AFTER HOURS (OF OPERATION) SECURITY | Cost to District plus 5% |
| ADDITIONAL CLEANING FEE | \$25.00/hour |
| ADDITIONAL JANITORIAL | \$100.00 (minimum) |
| RENTAL CANCELLATION FEE | \$75.00 |
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* Annual Member Fees are calculated on a fiscal year basis based on the District’s fiscal year, which runs from October 1st through September 30th of the following year.

FACILITY RENTAL FEES AND DEPOSITS REQUIRED FOR RENTAL

FUNCTION ROOM-(Available during & after hours (of operation), includes function room only, may use for all types of events).

\$150.00 flat fee for one four (4) hour period payable in advance. In addition, a \$150.00 advance security deposit is required. (Refundable, if no damages are incurred and no cleaning is required). Additional cleaning deposit may be required at the discretion of the Club Manager. For each hour, or portion thereof, that usage exceeds the four (4) hour maximum, a fee of \$50.00 per hour, or portion thereof, will be assessed and charged. If damages occur or cleaning is required in addition to normal and customary cleaning then additional charges may be assessed.

FOR AFTER HOURS EVENTS HELD AFTER THE CLUBHOUSE HOURS OF OPERATION, RENTER WILL BE REQUIRED TO PAY ADDITIONAL \$50.00 PER EACH HOUR OR PART THEREOF FOR FACILITY RENTAL

FOR AFTER HOURS EVENTS HELD AFTER THE CLUBHOUSE HOURS OF OPERATION, RENTER WILL BE REQUIRED TO PAY ADDITIONAL AMOUNT, AS SET FORTH IN THE FEE SCHEDULE, PER EACH HOUR PER SECURITY OFFICER, AS DETERMINED BY CLUB MANAGER. RENTER MAY REQUEST TO PROVIDE THE SECURITY, PROVIDED SUCH VENDOR IS VERIFIED AS A LICENSED AND INSURED SECURITY VENDOR OR OFF-DUTY LAW ENFORCEMENT OFFICER, AND THE APPLICABLE CONTRACT FOR SUCH SERVICES IS FURNISHED TO THE CLUB MANAGER AT LEAST THREE (3) BUSINESS DAYS PRIOR TO THE SCHEDULED RENTAL. THE DISCRETION REMAINS WITH THE CLUB MANAGER TO APPROVE OR DENY SUCH RENTER-PROVIDED SECURITY.

ADDITIONAL CLEAN-UP FEE, AS NECESSARY IN THE DISCRETION OF THE CLUB MANAGER, SHALL BE \$25.00 PER HOUR PER INDIVIDUAL PROVIDING CLEANING SERVICES

DEPOSIT REQUIREMENT: A deposit is required in advance for all rentals of the Club Facilities. The deposit shall be paid by the Renter in the form of check, certified check, cashier's check, money order, or some other form of payment approved by the District along with copy of the renter's driver's license. In the event that the renter does not cancel the reservation within fifteen (15) days prior to the event (or such other date reasonably determined by the Club Manager for reservations made within fifteen (15) days of the event), the Club Manager will retain the full amount of the deposit as liquidated damages. If the Club Facilities after the event and the inspection by the Club Manager (or its representative attendant) is in good order (e.g., there is no damage to walls, area, or equipment, the Club Facilities are clean (including the removal and proper disposal of all party balloons, strings, trash, etc.), and the Club Facilities are restored to the condition existing prior to the function), then the full amount of the Deposit shall be refunded. If any damage is found, or if janitorial services or staff time are required to clean or restore the Club Facilities, then the Club Manager will apply the deposit to pay all costs of repairs and the expense of janitorial services and staff time in full, with any

remaining deposit refunded (provided that if the deposit is not sufficient to pay such costs and expenses in full, renter shall remain liable to pay the District the balance of such costs and expenses).

POOL AND FITNESS CENTER-

The pool and the fitness center may NOT be rented for private functions. The District and the Orchid Grove Association, Inc. (the “Association”), and their respective committees & subcommittee are exempt from payment of fees and deposits.

ADDITIONAL REGULATIONS:

1. **Limited Time to Rent:** Reservations can be made no more than 90 days in advance.
2. **Fees include:** Fees are just for the area being rented, they do not include chairs, tables, or set-up or take-down fees.
3. **Inspections:** Inspections are performed within 24-Hours after the end of your event. It is not required to call District and ask for status of inspection.
4. **Deposits:** If a deposit is made by check, the Club Manager may cash such check before the event or hold such check pending the event. If the Club Manager holds the deposit check, and no costs and expenses are chargeable against the deposit, then the check will be voided and will be returned to the renter via by mail. If Club Manager holds the deposit check and costs and expenses are chargeable against the deposit, the Club Manager may cash the deposit and refund any amount due renter by the District check via mail.
5. **Janitorial:** Renter is responsible for full clean up of area rented, this includes the removal and proper disposal of all decorations, balloons and trash, and the cleaning of floors, kitchen area, barbeque grills, etc. If the Club Manager determines that additional janitorial services are required beyond that which is covered by the Cleaning Fee in order to put the Club Facilities back to the same condition prior to the event, the costs of such additional janitorial services (with a minimum fee of \$100.00) will be charged to the renter.
6. **Time Slots:** Rental of any area must fit within one of the time frames (“Rental Times”) provided by the District.

**RULES OF USE
CLUB FACILITIES AREAS RENTALS**

I. GENERAL RULES.

A. The Club Facilities rental areas are available to the public upon application and acceptance by the Club Manager. For official meetings and official functions of the Orchid Grove Association, Inc., and its Board of Directors and Committees, there is no charge for use of any portion of the Club Facilities.

B. An area within the Club Facilities may be reserved only by an applicant in good standing (the "Renter"). Reservations must be requested at least fourteen (14) days prior to event, but no more than ninety (90) days in advance through the Club Manager. Reservation requests shall be accepted on a first-come, first-served basis. Requests shall be noted and filed by the Club Manager and marked on a calendar maintained by the Club Manager. Reservation requests and applications are not accepted unless accompanied by payment of all required fees and deposits and receipt of a fully executed application form.

C. Written notice of cancellation must be received no later than fifteen (15) days prior to the event date and time. Cancellations received less than ten (10) days prior to the event date and time will result in the forfeiture of seventy-five (\$75.00) Dollars of the non-refundable rental fee.

D. Club Facilities areas may not be used for any profit-making activities. No advertising will be permitted and no charge or admittance fee will be allowed nor is it to be charged by the applicant for the event. Notwithstanding, the District and the Association may advertise and charge fees for attendance at events or functions that are open to all Members and Annual Members of the Club.

E. The Renter agrees to be personally in attendance during the reserved hours. Only the approved Renter reserving the Club Area may gain access to the Club Area, no more than two (2) hours before the scheduled event. Approved Renters may gain access to the Club Area by displaying their Evidence of Membership. Any change in plans, caterer, deliveries or number of guests must be communicated to and cleared with the Club Manager prior to the date of the event. Renter agrees to pay all key, swipe-key system and lock replacement costs resulting from misuse, loss or damage to the swipe-key system, lock, or doors.

F. Renter agrees to assume full financial responsibility for any loss or damage to the Club Area, the furniture, furnishings and equipment, and adjacent premises, including the parking lot, as a result of the Club Area use and for the proper conduct of guests or other persons employed or otherwise engaged by Renter while they are on the Club premises, whether inside or outside of the building or Club Area. Such damage amounts shall not be limited to the amount of the any security deposit received.

G. Prior to the use of an area of the Club Facilities by the Renter, the Club Manager shall inspect the area with a prepared checklist. The same checklist will be used to re-inspect the area after the event. If the area is in its original condition and there are no other charges or rules' violations, the security deposit shall be refunded. If the area is not in its original condition or there are other charges, damages or loss sustained, those costs and charges will be deducted from the security deposit. If there are covenants or rules' violations, the security deposit will be withheld until after a rules' violation hearing has been held and a decision rendered as to whether charges will be assessed. Any difference over the original deposit will be charged to the Renter and shall be payable on demand.

H. Furniture and furnishings may be removed from the Club Facilities and, at the conclusion of the event, all furniture and furnishings must be returned to the same position and in their original condition as prior to the event.

I. All events shall be confined to the area of the Club Facilities reserved. However, use of nearby restroom facilities is permitted. Renters must advise their guests of Club Rules and Regulations, the guest parking areas available, and that spaces are on a first-come, first-served basis. All guests must go directly to the area where the event is being held. No loitering or disturbing noises in the common areas shall be permitted. With the exception of the District or Association events or functions open to all Members and Annual Members of the Club and as approved by the Club Manager, parties or gatherings shall not extend to halls or any other areas of the Club Facilities within or outside of the building. These other common area facilities adjacent to the area of the Facilities may be used by other Club Facilities users while a Renter's function is in progress.

J. The number of persons in attendance in the area of the Club Facilities utilized is limited by the posted number, according to the Broward County and State Fire Codes.

K. Parties or events for minors under the age of eighteen (18) years are required to be continuously chaperoned by the Renter hosting the event. Two (2) adult chaperones are required for every ten (10) minors in attendance. Renter and chaperone(s) must be present throughout the entire event.

L. Smoking and vaping are prohibited in the Club Facilities, including, but not limited to, the pool deck, swimming pool, and restrooms. Use and/or availability of alcoholic beverages will be in accordance with the Florida State and local government Alcoholic Beverage Control laws (no monies allowed to be exchanged, no alcohol for persons under 21, etc.).

M. Use of the Club Facilities by Renter and all guests must be at all times in compliance with Federal, State and local laws, statutes and ordinances as well as all Club Rules, including these Rules. Renters shall not permit the use of the areas rented or other Club Facilities property for any unlawful purpose, nor will any act be performed or permitted which will unreasonably interfere with the rights, comforts, or convenience of other Club Facilities users. Renter will maintain volume of music and noise at a level sufficiently reduced so as not to disturb other users. Playing of loud amplified music is not permitted. Speakers must be placed on tables or elevated stands away from walls to reduce transmission of sound and/or vibrations to adjacent parts of the building. Foam rubber pads or other similar acoustical materials must be placed beneath each speaker. The doors and windows of the area rented must remain closed during any event or function.

N. Renter agrees that any decorations or the decorating of the area rented must be done in a manner so as not to cause any damage to any area of the Club Facilities. Decorations must not be attached to or hung from any sprinklers, ceilings, lights or wallpaper and

must be fire resistant. The use of tape, nails, tacks, staples and any substance or item which may cause permanent damage are not permitted to be used to attach decoration or other items to the walls, doors, door trim, windows, furniture or any other surfaces in the Club Facilities.

O. Renter agrees to remove and properly dispose of all personal property immediately after the event, such as dishes, foods, bottles, trash, decorations, etc., and to leave the Club Facilities and adjacent premises in good conditions similar to that of the original condition of the Club Area and adjacent premises prior to the function. Nothing should be left in the refrigerator. The Club Facilities must be cleaned and restored to its pre-event condition by the Applicant no later than 10:00 A.M., the following day for evening party's only. Arrangements must be made with the Club Manager concerning delivery and removal of any rented tables, chairs, or catering items if unable to be picked up by the rental company immediately following the function or if after 10 P.M. must be removed by 10:00 A.M. the following day. Deliveries and removal of food, tables, musical equipment, or caterers providing service, will be permitted during certain hours from 9 A.M. through 10 P.M. on weekdays. Renter must be present to deal and meet with the rental or service companies for delivery or pick up.

P. The District and Club Manager and its agents will not be responsible for the loss or damage of any personal effects, dishes, equipment, decorations or food. Any personal property or items left unattended after the event will be considered abandoned and will be removed for disposal.

Q. All music and noise making activities must stop by the prescribed hour. The area rented must be returned to its original condition, vacated of people, lights out (except for one which should be left on), window shades placed in the up position, the room secured and the door locked by the prescribed closing hours. Adjacent restrooms should be left in the same condition as they were in prior to the event with lights out.

R. The District and Club Manager each reserve the right, at any time prior to or during the function to immediately revoke the approval granted herein and immediately suspend the right of use of the area being rented by the Renter and his or her guests and require Renter and guests to vacate the premises during the function if it is determined that there were misrepresentations set forth in the rent agreement or if there is any violation of the Association's declaration or rules or damage to property or violation of any Federal, State or local laws, statutes or ordinances. Such revocation, suspension and vacation of the premises will also result in no refund of the use fee. Such determination to revoke, suspend and vacate the premises shall be within the sole discretion of the District or Club Manager. If the Renter fails to abate noise, excessively loud music or any other disturbing activities when requested to do so, the District and Club Manager are each authorized and directed to immediately revoke the approval, suspend the right of use and vacate the area of the Club Facilities being rented and/or to call the local police. A partial refund is in the Club Manager's discretion if use is suspended for reasons other than rules' violations or damages. The full security deposit and use fee may be refunded if the area proposed to be

used is suspended, in the absence of rules' violations or damages, prior to the start of the function or if the application is not approved, except as otherwise provided herein.

S. The Club Manager and District shall have free access to the Club Facilities and surrounding areas at all times.

T. All trash and garbage should be properly bagged and sealed and deposited in the outside trash dumpster. Spilled liquids or food must be cleaned from the floors, counters, walls, furniture or other surfaces. A charge of \$25.00 per hour/per worker will be assessed to cover additional cleanup if the District or Club Manager deems it necessary.

U. No candles or other open flame items are permitted. Food warming trays may be used only under the strict supervision of a caterer or attendant and must be removed from the premises at the conclusion of the event.

V. Violation of any provision of the Club Rules and Regulations, including this Club Schedule, constitute grounds for Club Manager to prohibit a Renter from using the Club Facilities for a period of one year.

W. Renter assumes sole and total responsibility for any property damage, injury or accident to any person arising out of the use of the Club Facilities. Renter further agrees on behalf of itself and its guests and invitees to indemnify, reimburse and hold the District and Club Manager harmless for any and all violations of any and all Federal, State or local laws, statutes or ordinances, and to indemnify, reimburse and hold the District and Club Manager harmless for any and all losses, damages, causes of actions claims, proceedings, and/or injuries sustained, including attorneys fees, arising out of or related to Applicant's and his or her guests' or invitees' use of the Club Facilities.

X. No pets are permitted in Club Facilities, except trained service animals, as defined by Florida Laws.

Y. Any area of the Club Facilities that is rented must be cleaned. If such area is not found as it was rented, a portion of Renter's deposit will be kept. Renter must broom, vacuum, and mop the grand room if it is used. The counter tops and tables need to be wiped down. All trash must be taken with you and not left in the room. The Club Manager does not provide any trash bags for the party. The Club Manager will provide Renter with the broom, mop, and vacuum. All other cleaning supplies must be brought by the Renter.

Z. The Club Facilities will be available for rental only for 4-hour time periods between the hours of 9:00 A.M. - 10:00 P.M. Sunday - Thursday; or between 9:00 A.M. - 10:00 P.M., Friday and Saturday. The 4-hour time slot may be extended beyond the 4-hour time upon the approval of the Club Manager or the on-site designee of the Club Manager; however, the Renter shall be responsible for the hourly charge set forth in the Fee Schedule and such amount may be withheld, in the Club Manager's discretion, from any

available security deposit monies held by the District. Under no circumstances will time be extended past the closing hours stated.

AA. The District Manager may waive or amend any of the above requirements in its reasonable discretion, provided such waivers must be in writing and signed by the District Manager and the renter.

BB. The forms of Facility Rental Agreement, Clubhouse Areas Inspection Form, and Access Control Information Sheet attached below are approved for use by the Club Manager.

FOR ANY ADDITIONAL INFORMATION PLEASE CHECK WITH THE CLUB
ADMINISTRATIVE OFFICES FROM MONDAY-FRIDAY 9:00 AM -5:00 PM
YOU MUST HAVE AN APPOINTMENT IN ORDER TO RESERVE A DATE

ORCHID GROVE CLUBHOUSE
Facility Rental Agreement (Private)
Orchid Grove Community Development District

This Facility Rental Agreement (the "Agreement") is by and between **Orchid Grove Community Development District** (the "**District**") and a **Renter** who is further defined as a: *(check one) Clubhouse Member or Annual Member _____ or General Public User _____*. This Agreement is for the rental of a portion of the "**Clubhouse**" facility, to be used for a private function (the "Club Facility"), and shall be subject to the terms and conditions set forth in the "*Orchid Grove Community Development District Clubhouse Rules and Regulations,*" as amended from time to time (referred to in this Agreement as the "Club Rules and Regulations"), which Club Rules and Regulations are attached hereto and made a part hereof and the "*Schedule Of Hours Of Operation, Fee Schedule, Areas & Fees For Rental, Rental Policies, Procedures And Regulations,*" as amended from time to time (referred to in this Agreement as the "Club Schedule"), which Club Schedule is attached hereto and made a part hereof. To the extent of any conflict between the terms of this Agreement and the terms of the Rules and Regulations and Club Schedule, the terms of the Rules and Regulations shall prevail over the terms of the Club Schedule and this Agreement, and the terms of the Club Schedule shall prevail over the terms of this Agreement.

Renter: (print clearly) _____

Phone: Home _____ Work: _____ Cell: _____

Rental Fee: _____

Renter's Address: _____

Date of Function: _____ Time From _____ To _____

1. **Club Facility** being requested:
Function Room

(Note: use of fitness center and pool is prohibited)

2. **Purpose** of rental: _____

Number of people expected to attend this function: _____

Renter will:

Serve Food: Yes _____ No _____

(Note: The District reserves the right to establish and enforce a list of approved caterers)

Serve Alcohol: Yes _____ No _____

(Note: Alcohol is not to be sold on the premises at any time.)

Provide Music: Yes _____ No _____

If "Yes" state type of music: (Live Band, Stereo, etc.)

(Note: If music can be heard by surrounding neighbors, it is too loud.)

All requests are subject to the approval of the District's Club Manager.
Reservations will be granted on a first come, first served basis.

Function Room Rental Availability (4 Hour time slots each rental):

Sunday - Thursday
9:00AM - 10:00PM

Friday - Saturday
10:00AM - 10:00PM

3. **Fee Schedule & Usage: See Attached Club Schedule**

4. **Reservations, Applications, Payment of Fees:**

The Rental Fee and Deposit must accompany this application and will be cashed upon receipt. The Club Manager may not accept an application or confirm reserved space without receipt of 100% of the Deposit and Rental Fee. Rental Fees and Deposits must be received at least fourteen (14) days in advance of the function to allow time for bank clearance of the checks. Shorter time frames will require cashier's checks, certified checks or money orders. Payments are made to: "*Orchid Grove Community Development District.*" With the approval of the District Manager or Club Manager, additional time beyond the four (4) hours can be added to an event at the rate set forth in the attached Club Schedule, except that no extension of time shall run past 10:00 PM. Payments and final changes to rental arrangements must be made no later than one business day prior to the scheduled event.

5. **Deposit Refund, Inspection:**

If the Club Facility being rented and other areas of the Club Facilities are left in acceptable condition after the event, no damage or loss has occurred, and there have been no infractions of the Club Schedule as deemed by the Club Manager's inspection, the Deposit will be fully refunded. The Deposit, or portion thereof, will be refunded by the

District Office within thirty (30) days after receipt of the signed “*Cleaning & Usage Checklist*” inspection form. The Renter is entitled to be present during that inspection. If the Renter is not present during the inspection, the Club Manager will mail a copy of the final inspection, based upon the “Cleaning & Usage Checklist,” to the Renter.

The Renter is responsible for the repair or replacement of all Club Facilities property, indoors and outdoors, damaged or lost during the function. This responsibility shall remain in effect until the Club Manager completes its portion of the “Cleaning & Usage Checklist” inspection form and the facility(s) keys are returned.

The Renter is also responsible for cleaning that portion of the Club Facilities and other impacted areas used after use, unless payment and arrangements have been made with the Club Manager for cleaning by the District’s cleaning contractor. In such event, the Renter is still responsible for removing all event debris and trash from the premises and its proper disposal immediately following the function. Cleaning is to be in accordance with the “Cleaning & Usage Checklist.” Charges for unacceptable conditions not listed in the cleaning checklist will be added if they occur.

All trash, garbage, trays, decorations, etc., must be removed from the premises and properly disposed of at the conclusion of the function.

6. **Additional Renter Responsibilities:**

- a) The Renter making the reservation must be in attendance for the ENTIRE duration of the function and is responsible for the conduct of all guests.
- b) Under no circumstances may Renter or guests mark the walls, ceilings and furnishings in any way, to include decorations, signs, tape, tacks, etc.
- c) All guest cars must be properly parked in the parking lot area only and the parking and driveway area must be clean of any party-related debris after the function. Absolutely NO PARKING ON GRASS. Any infractions may damage the irrigation system or landscaping. Such damages will be back charged to the Renter.
- d) Renters and/or guests are absolutely NOT allowed in the Swimming Pool or Fitness Center during a function.
- e) Closing time for private functions is **10:00 PM. All cleaning shall be completed within the rental period, unless a cleaning service is scheduled.**

Note: Any infractions of the Club Rules and Regulations or Club Schedule, or any disturbances created as a result of the function, will require the Renter to appear before the District Board of Supervisors for approval of any future reservations. The Board of Supervisors has the right to suspend privileges of any Renter who has,

in the opinion of the Board, abused the terms of this Agreement, the Rules and Regulations or the Club Schedule. An automatic 60-day non-use penalty with respect to all Club Facilities will be imposed at the time of said infraction or damage until the matter can be brought before the Board for its decision. If there is property damage in excess of the Deposit, the Board reserves the right to bill the Renter for the damage and to pursue collection to recover the funds, including reasonable attorney's fees.

I understand and agree to abide by the above and understand that I am responsible for any loss or damage to Club Facilities, Club Property and Association Common Areas which may occur as a result of this function and rental.

This AGREEMENT entered into on (date) _____

Photo ID is required, one or two forms of ID may be required by the Club Manager:

Signature of RENTER: _____

If a corporation, print name of above signature _____ Title: _____

Name of Club Manager _____

Signature _____

Copy of Renter's Photo ID attached: _____ Copies of 2 separate checks attached: _____

ORCHID GROVE CLUBHOUSE
Facility Rental Agreement (Association)
Orchid Grove Community Development District

This Facility Rental Agreement (the "Agreement") is by and between **Orchid Grove Community Development District** (the "**District**") and the Orchid Grove Association, Inc., a Florida not-for-profit corporation (the "**Renter**"). This Agreement is for the rental of a portion of the "**Clubhouse**" facility to be used for an event or function open to all Members and Annual Members of the Club, and shall be subject to the terms and conditions set forth in the "*Orchid Grove Community Development District Clubhouse Rules and Regulations*," as amended from time to time (referred to in this Agreement as the "Club Rules and Regulations"), which Club Rules and Regulations are incorporated herein by reference, and the "*Schedule Of Hours Of Operation, Fee Schedule, Areas & Fees For Rental, Rental Policies, Procedures And Regulations*," as amended from time to time (referred to in this Agreement as the "Club Schedule"), which Club Schedule is incorporated by reference. To the extent of any conflict between the terms of this Agreement and the terms of the Rules and Regulations and Club Schedule, the terms of the Rules and Regulations shall prevail over the terms of the Club Schedule and this Agreement, and the terms of the Club Schedule shall prevail over the terms of this Agreement.

Renter: (print clearly) _____

Phone: Home _____ Work: _____ Cell: _____

Rental Fee: _____

Renter's Address: _____

Date of Function: _____ Time From _____ To _____

1. **Club Facility** being requested:
Function Room

(Note: use of fitness center and pool is prohibited)

2. **Purpose** of rental: _____

Number of people expected to attend this function: _____

Renter will:

Serve Food: Yes _____ No _____

(Note: The District reserves the right to establish and enforce a list of approved caterers)

Serve Alcohol: Yes _____ No _____

(Note: Alcohol is not to be sold on the premises at any time.)

Provide Music: Yes _____ No _____

If "Yes" state type of music: (Live Band, Stereo, etc.)

(Note: If music can be heard by surrounding neighbors, it is too loud.)

Special Terms and Conditions: _____

All requests are subject to the approval of the District's Club Manager.
Reservations will be granted on a first come, first served basis.

Function Room Rental Availability (4 Hour time slots each rental):

Sunday - Thursday
9:00AM - 10:00PM

Friday - Saturday
10:00AM - 10:00PM

3. **Fee Schedule & Usage: See Attached Club Schedule**

4. **Reservations, Applications, Payment of Fees: N/A**

5. **Inspection:**

After the event the Club Manager will inspect the Club Facility to determine if the Club Facility being rented and other areas of the Club Facilities were left in acceptable condition after the event, no damage or loss has occurred, and there have been no infractions of the Club Schedule as deemed by the Club Manager's inspection. The Club Manager will complete the applicable portion of the "Cleaning & Usage Checklist" inspection form within thirty (30) days of the conclusion of the event. The Renter is entitled to be present during that inspection. If the Renter is not present during the inspection, the Club Manager will mail a copy of the final inspection, based upon the "Cleaning & Usage Checklist," to the Renter.

The Renter is responsible for the repair or replacement of all Club Facilities property, indoors and outdoors, damaged or lost during the function. This responsibility shall remain in effect until the Club Manager completes its portion of the "Cleaning & Usage Checklist" inspection form and the facility(s) keys are returned.

The Renter is also responsible for cleaning that portion of the Club Facilities and other impacted areas used after use, unless payment and arrangements have been made with the Club Manager for cleaning by the District's cleaning contractor. In such event, the Renter is still responsible for removing all event debris and trash from the premises and its proper disposal immediately following the function. Cleaning is to be in accordance with the "Cleaning & Usage Checklist." Charges for unacceptable conditions not listed in the cleaning checklist will be added if they occur.

All trash, garbage, trays, decorations, etc., must be removed from the premises and properly disposed of at the conclusion of the function.

6. **Additional Renter Responsibilities:**

- a) The Renter making the reservation must be in attendance for the ENTIRE duration of the function and is responsible for the conduct of all guests.
- b) Under no circumstances may Renter or guests mark the walls, ceilings and furnishings in any way, to include decorations, signs, tape, tacks, etc.
- c) All guest cars must be properly parked in the parking lot area only and the parking and driveway area must be clean of any party-related debris after the function. Absolutely NO PARKING ON GRASS. Any infractions may damage the irrigation system or landscaping. Such damages will be back charged to the Renter.
- d) Renters and/or guests are absolutely NOT allowed in the Swimming Pool or Fitness Center during a function.
- e) Closing time for private functions is **10:00 PM. All cleaning shall be completed within the rental period, unless a cleaning service is scheduled.**

Note: Any infractions of the Club Rules and Regulations or Club Schedule, or any disturbances created as a result of the function, will require the Renter to appear before the District Board of Supervisors for approval of any future reservations. The Board of Supervisors has the right to suspend privileges of any Renter who has, in the opinion of the Board, abused the terms of this Agreement, the Rules and Regulations or the Club Schedule. An automatic 60-day non-use penalty will be imposed at the time of said infraction or damage until the matter can be brought before the Board for its decision. If there is property damage, the Board reserves the

right to bill the Renter for the damage and to pursue collection to recover the funds, including reasonable attorney's fees.

I understand and agree to abide by the above and understand that I am responsible for any loss or damage to Club Facilities, Club Property and Association Common Areas which may occur as a result of this function and rental.

This AGREEMENT entered into on (date) _____

Photo ID is required, one or two forms of ID may be required by the Club Manager:

RENTER, ORCHID GROVE ASSOCIATION, INC.:

Print name: _____

Title: _____

DISTRICT, ORCHID GROVE COMMUNITY DEVELOPMENT DISTRICT:

Name of Club Manager _____

Signature _____

Copy of Renter's Photo ID attached: _____ Copies of 2 separate checks attached: _____

CLUBHOUSE

Clubhouse Areas Inspection Form

| | Pre-Event Inspection | Post-Event Inspection |
|------------------------------------|----------------------|-----------------------|
| 1. Exterior Doors | _____ | _____ |
| 2. Women's Bathroom | _____ | _____ |
| 3. Men's Bathroom | _____ | _____ |
| 4. Kitchen | _____ | _____ |
| Floor | _____ | _____ |
| Counter Top/Sink | _____ | _____ |
| Cabinet's | _____ | _____ |
| Appliances | _____ | _____ |
| 5. Carpeting | _____ | _____ |
| 6. Furniture Sofa | _____ | _____ |
| 7. Furniture Loveseat | _____ | _____ |
| 8. Coffee/End tables | _____ | _____ |
| 9. Chairs and tables | _____ | _____ |
| 10. Interior Decor | _____ | _____ |
| 11. Walls | _____ | _____ |
| 12. Windows | _____ | _____ |
| 13. Interior Doors | _____ | _____ |
| 14. Interior window shades | _____ | _____ |
| 15. Exterior (rails, plants, etc.) | _____ | _____ |
| 16. Pool tables | _____ | _____ |
| 17. Pool chairs | _____ | _____ |
| 18. Height back pool chairs | _____ | _____ |
| 19. | | |
| Others | _____ | _____ |
| Comments: | _____ | |

Pre-Event Inspection: _____ Date _____ Time _____
Signature of Applicant

Pre-Event Inspection: _____ Date _____ Time _____
Signature of Authorized Agent
Orchid Grove Community Development District

Post-Event Inspection: _____ Date _____ Time _____
Signature of Applicant

Post-Event Inspection: _____ Date _____ Time _____
Signature of Authorized Agent:
Orchid Grove Community Development District

**ORCHID GROVE COMMUNITY DEVELOPMENT DISTRICT
CLUBHOUSE ACCESS CONTROL**

| ACCESS CONTROL INFORMATION SHEET | | | | |
|--|-------|-----------------------|--------------|----------------------|
| Applicant(s): | | Access # 1 | Access # 2 | |
| Property Address: | | Access # 3 | Access # 4 | |
| Home Phone # | | Work Phone # | | |
| Cellular Phone # | | Email Address, if any | | |
| Mailing Address (if different) | | | | |
| City | | State | Zip Code | |
| Immediate Family Members | | | Relationship | Day Phone #, if diff |
| Last | First | Age | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Name of Approved Lessee(s) (if Applicant is resident within the District): | | | | |
| Home Phone # | | Work Phone # | | |
| Cellular Phone # | | Email Address, if any | | |

I **authorize** my Lessee(s) to have an Access on my behalf. Yes ___ No ___
N/A ___

Applicant Signature: _____ Date: _____

With the signing of this form I acknowledge that I have received the Access Card(s), FOB(s), or Smartphone App Membership stated above and that if my means of

access is lost I will contact the Club Manager immediately to terminate the same from the system. In addition, if there is a change in tenant I will collect the means of access, as applicable, from the previous Lessee and inform management.

_____ Date: _____
Signature of Applicant

Print Name: _____