

**WESSEX HOMEOWNERS ASSOCIATION  
FACILITIES RESERVATION POLICIES AND PROCEDURES**

Following is a list of the policies and procedures for reservation of the Wessex Homeowners Association Facilities. The Association reserves the right to change these policies and procedures, as needs require.

**CLUBHOUSE:**

- \* The Wessex Clubhouse may be reserved by Wessex homeowners for private parties. A rental fee is required, In addition to a refundable security deposit. The rental fee will be used to help offset the future costs of clubhouse furniture/fixture replacement.
- \* Clubhouse rental permits exclusive use of the clubhouse during the rental period with the exception of the restroom facilities, to which all homeowners maintain access.
- \* The Clubhouse may be reserved by Wessex homeowners for community meetings and community parties. A rental fee is not required. However, reservations are required to avoid scheduling conflicts.
- \* The clubhouse may not be reserved for any type of sales event
- \* Signs are not allowed on any part of the common property.

**POOL/TENNIS COURTS:**

- \* The Wessex pool and/or tennis courts are not included with the rental of the clubhouse, and use of these facilities during parties is prohibited.

**GENERAL:**

- \* Reservations may be made by any Wessex homeowner, providing their account is current. All reservations should be arranged through Nancy Tidwell at PPM, 848-4911. Reservations should be made at least 2 weeks prior to rental date.
- \* Fees shall be paid upon application for renting the facilities.
- \* Keys may be picked up no more than 24 hours in advance of rental and must be returned the day following the rental.
- \* The homeowners who made the reservation must be present at all times during the rental period.
- \* Alcoholic beverages are not permitted to be served or consumed by individuals under the age of 21.
- \* The use of tobacco in any form is not permitted within the clubhouse.
- \* Clubhouse parties shall end (and all guests be departed) no later than 11:00 PM, Sunday to Thursday, or Midnight, Friday and Saturday.

## WESSEX HOMEOWNERS ASSOCIATION

### 2010 - CLUBHOUSE RENTAL FEES

Following are the fees for rental of the Wessex Clubhouse. The Association reserves the right to change these fees as needs require.

#### CLUBHOUSE RENTAL FEES:

Please make separate checks for rental and deposit payable to Wessex HOA. One check will not be accepted.

Clubhouse Rental	\$250.00
Clubhouse Security Deposit	\$500.00 (Refundable)

- \* The Clubhouse Rental fee is not refundable. The cleaning of the clubhouse after the function is included in this rental fee.
- \* The Clubhouse Security Deposit is refundable. It is collected to protect against any extra cleaning, damage, theft, or vandalism done to the facilities, including furnishings and equipment in the clubhouse.
- \* The Association reserves the right to retain the security deposit if the condition of the clubhouse is not satisfactory. The security deposit will be refunded only after the property has been inspected and found to be in good order. This refund, in whole or in part, is at the sole discretion of the property manager, and will be mailed no later than ten (10) business days after the rental period.