

**Tuscany Falls Owners Association, Inc.  
Clubhouse Reservation Form**

Submit this form to:  
Tuscany Falls Owners Association  
Michelle Chapman, Community Association Manager  
Atlanta Community Services  
220 North Main Street, Suite 500  
Greenville, SC 29601  
Office: (864) 239-8581 or Email: michelle@atlantacommunityservices.com

Date requesting use: \_\_\_\_\_ Number of guests: \_\_\_\_\_

Start time/end time \_\_\_\_\_/\_\_\_\_\_ (include set-up and clean-up time)

Type of event: \_\_\_\_\_

I, \_\_\_\_\_, the below signed, am a resident of Tuscany Falls Owners Association, Inc., in good standing, and at least 25 years old. I have read the attached contract and agree to abide by all the terms, conditions, policies, and rules described. I agree that Tuscany Falls Owners Association, Inc. will not be held accountable for any injury that might occur during the rental of the clubhouse. I take full responsibility for myself and my guests, and personally will be at the event during the entire time my guests are there, including set-up and clean-up.

**No rental requests will be granted on a holiday weekend.**

I understand that rental of the clubhouse does not grant access to the pool grounds for my event. \_\_\_\_ (initial)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Simpsonville, SC 29681

**After reading this contract and signing:**

Return this form along with security deposit check to Michelle Chapman, ACS. **Keep the remaining contract for your reference during your reservation period.** After your clean-up and walk through with the Tuscany Falls designated contact person, sign and complete the Clubhouse Post Use Checklist and return to Michelle Chapman for shredding of your security deposit. \*\*\*\*\***Reminder, the clubhouse is not reserved until your check has been received by Michelle Chapman and the dates have been confirmed. All contracted vendors (DJ's, catering, etc.) must have their certificates of insurance and/or licenses approved in advance by Michelle Chapman.** \*\*\*\*\*

**Clubhouse Use Guidelines**  
**The ACS Emergency Contact Number is (770) 904-5270, Option #2.**

The clubhouse will be cleaned prior to your reservation. If the clubhouse is not clean, or you observe any damage to the Clubhouse property, please notify Michelle Chapman at ACS or the Tuscany Falls designated contact person: \_\_\_\_\_ Contact Information: \_\_\_\_\_

**Post party clean-up is the responsibility of the lessee as stated on the Clubhouse Reservation Form.** The owner will be responsible for any damage or cleaning issues. The deposit will be taken plus a fee if needed to cover costs. Clean-up and walk-through with the designated contact person will be mutually agreed upon ahead of time and occur within 24 hours of the completion of the rental.

**Clubhouse Rules:**

1. **Owner:** The owner must be present during the entire event, including set-up and clean-up. There must be a minimum of one adult chaperone per 10 children under 22 years old.
2. **NO SMOKING:** Smoking is not allowed in the clubhouse or the balcony! There will be an extra charge if smoke is detected during your walk through with the designated contact person.
3. **Security:** The Clubhouse is to be locked (all doors) at all times when the owner is not in the building.
4. **Decorating:** In order to preserve the beauty of our Clubhouse, **no tape, tacks, nails, screws, putty or pins** are to be used on the walls/ceilings, windows, furniture or stone work.
5. **Furniture:** Please completely **pick up furniture** to move it, to avoid scuff marks on the floor. Some tables and chairs are provided in the storage closet and are labeled. Should you require more tables and seating, residential card tables and chairs are preferred, so as not to mix the HOA furnishings with commercial rentals. **All table tops must be covered with tablecloths** to prevent damage. All HOA tables and chairs must be returned to the storage closet, as the owner found them. Do not remove any furniture or accessories from the clubhouse.
6. Please **do not adjust any of the wiring to the audio/visual/security equipment.** The owner will be responsible for any damages to any electronics. Any problems should be reported to Michelle Chapman or the designated contact person.
7. **Noise Issues:** Keep in mind that the Clubhouse is located in a neighborhood. All renters must adhere to Greenville County Noise Ordinance, 15-102. No noise should be heard more than 50 feet outside the clubhouse at any time. No noise permitted after 10:00 pm.
8. **No grills** of any kind are allowed in the clubhouse or on the balcony.
9. **Temperature control:** Adjust the temperature as needed for your event. All doors must be closed at all times to better heat and cool the Clubhouse. Please return the thermostat to 60 degrees in the winter and 80 degrees in the summer at the close of your event.
10. **No access to the pool grounds.** Access to the pool for your event is not allowed for any reason.
11. Report any problems or damages to Atlanta Community Services immediately.

**Violation of Rules**

Violation of the above stated rules will result in immediate forfeiture of your access to the pool and clubhouse for a minimum of 12 months.

**Who may reserve the Tuscany Falls Owners Association, Inc. Clubhouse?**

1. Only residents who are current with their HOA regime payments may reserve the clubhouse.
2. Only Tuscany Falls Owners Association, Inc. residents may use Tuscany Falls Owners Association, Inc. facilities. The resident must be present during the entire event, including set-up and clean-up. The resident must be at least 25 years of age.
3. No charge reservations are for Tuscany Falls Owners Association, Inc. Committees and those events which are open and marketed to all residents. Example: Children's Halloween Party.
4. Any private party, club, or function, even though they will include some Tuscany Falls Owners Association, Inc. members, must reserve the facility.

**Rental Fees:     \$0 rental** (for TF Homeowners current on HOA dues); **\$150.00 refundable security deposit**

This form as well as security deposit check must be sent into Michelle Chapman, ACS, before your time at the clubhouse is reserved. Your vendors' certificates of insurance and licenses must also be submitted and accepted. Your event will then be placed on the community calendar.  
Please make your check payable to: **Tuscany Falls Owners Association, Inc.**

## **Tuscany Falls Owners Association, Inc. Post-Use Checklist and Walk Through**

Each of the items below is the responsibility of the Resident using the clubhouse. The completion of this list will be verified by the Tuscany Falls designated contact person during the post rental walk through. Failure to schedule a mutually agreed upon walk through in a timely manner (within 24 hours after the rental) will result in a forfeiture of a portion or all of the security deposit. Cleaning supplies are located in the custodial closet off the main room.

### **CUSTODIAL CLOSET:**

- \_\_\_\_ Mop and bucket cleaned and rinsed
- \_\_\_\_ Broom, dustpan, and vacuum cleaner returned to closet
- \_\_\_\_ All cleaning supplies closed and returned to shelves

### **MAIN ROOM:**

- \_\_\_\_ Floors swept clean and mopped
- \_\_\_\_ Rug vacuumed and lounge furniture returned to former position
- \_\_\_\_ Thermostat turned to 80 degrees in summer or 60 degrees in winter
- \_\_\_\_ Balcony is clean and all three doors locked

### **RESTROOMS (Main Floor):**

- \_\_\_\_ Floors clean, all paper and trash picked up
- \_\_\_\_ Sinks clean, water turned off, paper towels stocked
- \_\_\_\_ Toilets, including urinals, all clean and flushed. Toilet paper stocked
- \_\_\_\_ Trash containers emptied and relined with clean trash bags
- \_\_\_\_ Lights/fan off as you exit

### **KITCHEN:**

- \_\_\_\_ Counters and sink clean, and paper towels stocked
- \_\_\_\_ Trash containers emptied and relined with clean trash bags
- \_\_\_\_ Floors swept and mopped

**FURNISHINGS STORAGE CLOSET (Main Floor):**

\_\_\_\_ Folding tables and chairs cleaned and returned to original placement in closet

\_\_\_\_ Chair and table count verified:

\_\_\_\_ chairs \_\_\_\_ round tables \_\_\_\_ rectangle tables

**RESTROOMS (Basement Level):**

\_\_\_\_ Floors clean, all paper and trash picked up

\_\_\_\_ Sinks clean, water turned off, paper towels stocked

\_\_\_\_ Toilets, including urinals, all clean and flushed. Toilet paper stocked

\_\_\_\_ Trash containers emptied and relined with clean trash bags

\_\_\_\_ Lights/fan off as you exit

**GROTTO LOUNGE (Basement Level):**

\_\_\_\_ Floors swept clean and mopped

\_\_\_\_ Rug vacuumed and lounge furniture returned to former position

\_\_\_\_ Entries to the pool area are locked

\_\_\_\_ Overhead lights and fan turned off

**MEDIA ROOM (Basement Level):**

\_\_\_\_ All audio/visual equipment turned off.

\_\_\_\_ Check here if equipment was not working

\_\_\_\_ All remotes returned to the room

\_\_\_\_ Tiered seating has been vacuumed/cleaned and bean bag chairs distributed through room.

\_\_\_\_ Trash emptied and lights turned off

\_\_\_\_ Media room door locked

**GAME ROOM (Basement Level):**

\_\_\_\_ Floor swept

\_\_\_\_ Ping Pong equipment returned to table top

\_\_\_\_ Trash emptied and lights turned off

**Failure to complete this checklist will result in a forfeiture of a portion or all of your security deposit.**

Penalties for uncompleted checklist items:

1 - \$25.00 fee

2 - \$50.00 fee

3 or more – forfeiture of all of your security deposit

The clubhouse keys are returned and above information has been checked and verified by the parties below:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Responsible Tuscany Falls Owner: \_\_\_\_\_

Tuscany Falls Designated Contact Person: \_\_\_\_\_

**\*\*\* Turned off all remaining lights/fans and secure ALL LOCKS to the front door of the building as you exit\*\*\***