

**THE LANDING**  
**Clubhouse Use Guidelines**  
**(Adopted February 23, 2005)**

**Club House**

The club house is an asset for the association members, their families and guests. It is owned by the association and maintained with assessments paid to the association by its members for the enjoyment and benefit of all residents and their guests. The maintenance of this area depends on the cooperation of each association member, and is only partially ensured through the official activities of the association.

**Private Events**

The Landing Owners may reserve the clubhouse for meetings, parties and other events. The owner reserving the clubhouse is solely responsible for the facilities during the event, must be a host of the event and must be in attendance during the entire event. The term homeowner does not refer to a child of an owner regardless of the child's age. Use of the clubhouse may not interfere with the regular operating hours of the pool.

In addition:

1. Reservations are made by contacting *Association Management Solutions (AMS)* at **(803) 831-7023** between the hours 9:00 a.m. to 4:30 p.m., Monday through Friday.
2. It is suggested that reservations be made at least two weeks prior to an event. There is a \$30.00 non-refundable fee to use the clubhouse. **A \$150.00 general cleaning deposit and the \$30.00 non-refundable check must be mailed to AMS** in the form of two separate checks made payable to *The Landing Owners Association*. Deposits must be received at least one week before the event to guarantee your reservation.
3. The owner reserving the facility is responsible for all damages to the facility by his or her family or guests and must sign a Clubhouse Reservation Agreement stating such an understanding.
4. Owners may not reserve the facilities for events in which guests must pay an entrance fee or purchase food or drink at a profit to the owner or any other person or entity nor may the facilities be used for any illegal purpose. Notwithstanding, The Landing Owners Association may hold events charging such fees to be used by the association as determined by the Board of Directors.
5. No smoking will be permitted in the clubhouse.
6. Pets are not allowed in the clubhouse.
7. No alcoholic beverages will be served to minors; all attendees at clubhouse functions are required to comply with all applicable local, state and federal laws and regulations.

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**THE LANDING OWNERS ASSOCIATION CLUBHOUSE RESERVATION AGREEMENT**

Please read this agreement carefully. Your reservation is not assured until a signed copy of this agreement and all deposits are on file in the *AMS* office 4937 Charlotte Highway, Suite 118, Lake Wylie, SC, open 9:00 a.m. to 4:30 p.m. daily (803) 831-7023. Mailing address: P.O. Box 38809, Charlotte, NC 28278.

Homeowners may reserve the clubhouse for meetings, parties and other events. To determine eligibility of dates and times please *AMS* (803) 831-7023. The homeowner reserving the facility is solely responsible for the facilities during the event, must be a host of the event and must be in attendance during the entire event. The term homeowner refers to a homeowner at The Landing and does not refer to a child of a homeowner regardless of the child's age. Use of the clubhouse may not interfere with the regular season and operating hours of the pool.

**NOTE OF CAUTION:** The Landing Owners Association reserves the right to deny a reservation to any homeowner hosting a party primarily for guests under the age of 18 unless the homeowner can satisfactorily assure the management of the association that proper and adequate adult supervision will be provided. Because the facilities are located at lakeside, homeowners hosting events including under aged guests must make provisions to ensure the safety of these guests.

Reservation Date: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_ (hours)  
Purpose: \_\_\_\_\_ Approx. No. of Guests: \_\_\_\_\_  
Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: \_\_\_\_\_ (h) \_\_\_\_\_ (w)

Will guests under 18 attend? \_\_\_ yes \_\_\_ no. If yes, approximate number: \_\_\_\_\_

The homeowner must provide one adult chaperone for each 10 people at an event for children under 18 or a college age party. Please list below the names of the adult chaperones:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Reservations must be made through the *AMS* office at least two weeks in advance of the event.
2. There is a \$30.00 non-refundable charge to use The Landing clubhouse and a \$150.00 cleaning deposit in the form of two separate checks made out to The Landing Owners Association must be submitted within one week of the event to guarantee the reservation.
3. The owner may opt to clean the facility by 9:00 a.m. the day following the event (unless another scheduled event forces the clean up deadline to be earlier). Once it is determined that the clubhouse facility is sufficiently clean, the \$150.00 check will be refunded.

Cleaning after the event to include:

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- a. Dispose of all trash and garbage in club room, bathrooms, pool deck (if used) and parking lot in plastic garbage bags, place in rollout bins.
  - b. Sweep/hose porch deck and pool deck (if used); direct water away from the pool to prevent disrupting the chemical balance of the pool water. Wipe down pool furniture as needed.
  - c. Vacuum carpets, and sweep and wet mop all other floor coverings including bathroom floors.
  - d. Wipe counter tops (including bathrooms), table, coffee table, side tables and mantel with a damp cloth.
  - e. Make sure all toilets are flushed, wipe down porcelain and sinks with a damp cloth.
  - f. Wash windows.
4. The owner reserving the facility is, notwithstanding, responsible for all damages to the facility by himself/herself, his/her family or guests and by signature of this agreement acknowledges such.
5. The owner will be notified of any damages within three business days of the event. Following receipt of an itemized bill, the homeowner will be expected to reimburse the association for all damages within twenty business days. Non-payment of the billed amount may result in the association pursuing legal action against the owner; the association in accordance with The Landing Declaration of Covenants, Conditions and Restrictions may also present the charges as a special individual assessment against the owner's association account in which case the association may pursue all legal remedies as outlined in the Declaration. Lost or stolen keys are considered damages; the homeowner may be charged the cost to re-key the locks and replace key copies.
6. Owners may not reserve the facilities for events in which guests must pay an entrance fee or purchase food or other items at a profit to the homeowner or any other person or entity, nor may the facilities be used for any illegal purpose. Notwithstanding, The Landing Owners Association may hold events charging such fees to be used by the association as determined by the Board of Directors.
7. Homeowners wishing to also have use of the pool and/or pool deck must also complete a Pool Use Agreement.
8. The owner's Homeowner Insurance policy will be the primary liability insurance for special events held at the clubhouse (the association's liability policy is secondary). A certificate of insurance must be on file with the signed copy of this reservation agreement before the event. You may request that your insurance agent fax or mail proof of insurance to the *AMS* (803-831-7017 FAX – Attention: *The Landing Owners Association*).
9. Please contact *AMS* at (803) 831-7023 at least 24 hours prior to your event to arrange for a key pick up. Keys and checklist should be returned to *AMS* placed no later then 10:00 a.m. the day following the event. Returned deposits will be mailed to the owner following inspection of the facilities.

I have read this agreement in total and am aware of my responsibilities and liabilities in fulfilling it.

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

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

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**Post – Party/Event Checklist**

**After your event, please make sure to run through this checklist before locking the door behind you. Thank You!**

- Vacuum the carpet (provided in storage closet).
- Wipe off countertops. Do not leave any food behind.
- Make sure furniture is left as you found it.
- Remove all trash (including restrooms).
- Make sure restrooms are clean and restocked.
- Please make sure kitchen sink and microwave are clean.
- Remove all food items from the refrigerator. Wipe down refrigerator if necessary.
- Before leaving, turn off all lights and ceiling fans, set air conditioner/heater at a reasonable temperature.
- Make sure all the windows are closed before leaving.

I have read the checklist above and I confirm that I have completed each task.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please drop the completed form and clubhouse key off at *AMS*.