

# SEIS LAGOS CLUBHOUSE RULES

- **An alphabetical guest list must be given to the Guard before key will be issued.**

- The Property Owner reserving the clubhouse must be in attendance during the entire time the clubhouse is used.
- No smoking in any of the buildings. If guests smoke outside, please pick up debris.
- One parent must be in attendance for every 8 guests, 18 years of age and under.
- **No glass in gated area around the pools.**
- The Property Owner reserving the clubhouse is responsible for any and all damages to the clubhouse during the period he/she has it reserved.
- No nails, tacks or other devices which deface or damage the facility are allowed. Do not put anything on the projector screen. Please use painters tape & command strips.
- Reservation of clubhouse includes the clubhouse property, its facilities, and the adjoining covered patio only. Recreational area around the clubhouse (i.e. tennis courts, pools, volleyball court, grill, etc.) may be used by your party, **but may not be reserved for their exclusive use.** The Fitness Room is not included in the Clubhouse rental.
- Clubhouse rentals shall be limited to a maximum of 200 guests.
- The A/V System and projector is no longer available. Renter will need to supply their own sound system / DJ.

## Bread/Food Warmer (Metro C5-1 Series)

- The homeowner/clubhouse renter is responsible for washing, cleaning and drying any trays used during the rental period.
- Tin foil is highly recommended when using the trays.
- The warmer needs to be cleaned of any food/crumbs/spills inside and on the outer glass.
- The cleaning service does not wash dishes or clean the inside of the warmer.

## Imperial Stove Top

- To use the stove top, you must first turn on the gas. The gas line is located under the stove top. Turn the red knob to the side (red knob will align with the gas pipe when turned on). Once the gas is on, use a lighter to light the pilot on the burners. Turn off gas when done (red knob should be facing UP when off).

## Refrigerator (M3 Turbo Air)

- DO NOT adjust the temperature/settings for the refrigerator (Setting should be on 4 or 5).
- Changing the temperature will cause the refrigerator to freeze and the doors will freeze closed. If this happens during your rental of the clubhouse, you will be charged an additional \$100.00 for defrost and clean up. If the refrigerator is not working properly, please notify the guard house, 972-442-3200.

## Double Ovens & Microwaves

- The ovens and microwaves need to be cleaned of food/crumbs/spills inside and on the outer doors.

## Pool Usage:

Pool usage shall be limited to a maximum of 50 guests (school, band, sport teams, family reunions). These events can be scheduled Monday through Thursday. **Such usage must not impact the normal pool use for the homeowners of the community.**

## General Info:

Seis Lagos Safety Officers reserve the right to enforce these rules. Failure to yield to a Safety Officer's directives may result in the suspension of Property Owner's privileges by action of the Seis Lagos Community Services Association Board of Directors. **The Clubhouse is to remain locked when not in use.**

**Note: The US Tax Code for Non-Profit Status of SLCSA forbids the use of the Clubhouse and Cabana for commercial purposes.**

# SEIS LAGOS CLUBHOUSE CHECKLIST

- Return clubhouse keys to the guard house at the end of the event (**SAME DAY**). *Clubhouse rental fee of \$250 is for one day of use.*
- **TRASH** - **REPLACE ALL TRASH BAGS/LINERS IN TRASH RECEPTACLES** (BLACK, 39 GALLON)
- **KITCHEN** – Wipe up spills in and on appliances and counter surfaces.
- **REFRIGERATOR** – Do not leave any food/drinks in the refrigerator. **DO NOT** adjust the temperature/settings of the refrigerator (setting should be on 4 or 5). This will cause the refrigerator to freeze up. If the refrigerator is not working properly, please notify the guard house.
- **BREAD WARMER & TRAYS** – Turn warmer off. Warmer must be cleaned of food/crumbs/spills inside and on the outer glass. **Any trays used must be washed and dried.**
- **STOVETOP** – Make sure the gas, RED knob (underneath stove) is turned off after use (**Red knob should be facing UP when off**).
- **DOUBLE OVENS & MICROWAVES** – Make sure ovens are turned off. The ovens and microwaves need to be cleaned of food/crumbs/spills inside and on the outer doors.
- **LIQUOR, FOOD, DECORATIONS and ALL TRASH** – Remove after party. Take ALL trash (including trash in the restrooms) to the trash area behind the Cabana. Remove all tape/command strips and décor from the walls.
- **NON-SMOKING FACILITY** – If guests smoke in the outdoor area, please clean up the debris.
- **CLIMATE CONTROL** – Return the three (3) thermostat settings to “**SCHEDULE**”
- **LIGHTS** – Turn all lights off.
- **DOORS** – Lock all doors.
- The cleaner will return all tables and chairs to their proper location and mop the floors.
- Back doors are locked from the outside; turn and pull to make sure they are locked. After locking, enter the clubhouse through the small door by the kitchen, close and push, it will be locked.