

Changes to Rental Deposit Policies

September 25, 2018

To provide for the flexibility to set appropriate deposit amounts for rental events, the following changes are suggested:

- 1) **General Information:** Private rental of the Clubhouse Room (capacity and rental fee established by rule) is limited to four (4) hours total, including setup and post-event cleanup. Maximum capacity of the Clubhouse Room is thirty-five (35) persons. The current rental fee is \$50.00. The rental deposit may be varied at the discretion of the District or the Property Manager up to an amount of \$500.00. The District reserves the right to change the fee or the deposit when necessary and will notify Patrons of such change. Patrons may ask for relief of the damage deposit set by petitioning the District for such reduction in deposit amount.

- 2) **Reservations:** Patrons interested in reserving a room must submit to the Property Manager a completed Facility Rental Agreement and Rental Deposit form (Exhibit B). At the time of approval, two (2) checks or money orders (no cash) made payable to the Harbour Isles Community Development District should be submitted to the Property Manager in order to reserve the room. One (1) check should be in the amount of the room rental fee and the other check should be in the amount agreed to as a deposit. The Property Manager will review the Facility Use Application on a case-by-case basis and has the authority to reasonably deny a request. Denial of a request may be appealed to the District's Board of Supervisors for consideration. Patrons under suspension by the District may not rent or attend an event in the Clubhouse Room until such time as the suspension period has expired.

- 3) **Deposit:** As stated above, deposit in the agreed amount is required by the time the reservation is approved.