

# HERITAGE AT NEW RIVERSIDE

EST. 2006

## RENTAL APPLICATION Rules and Procedures

As of June 12, 2016

1. The Heritage at New Riverside Clubhouse is open for the use of Association property owners and their accompanied guests. Areas available for common use include the meeting room, kitchen area, restrooms and pool.
2. Community-wide events will be scheduled and held from time to time at the facility, and private events may be scheduled by property owners on a first come/first served space available basis. **The hosting property owner must be in attendance at any scheduled event.**
3. Any owner reserving the clubhouse must be current on their HOA assessments.
4. Events must be scheduled through Superior Management Services, LLC at 843-800-8945 or by emailing [admin@superiormanagementsc.com](mailto:admin@superiormanagementsc.com)
  - (a) Event – groups of 50 or less – **Member Rental Fee is \$75.00 and there is a deposit of \$100.00 which must be on file before rental is official.** Furniture arrangement and the facility must be left in the condition in which it was found. All garbage generated must be bagged and removed from the premises. The facility will be inspected by the cleaning service by 12:00 noon the following business day after the event. Any damage in excess of the security deposit will be billed to the hosting property owner. Event must be scheduled through Superior Management Services, LLC.
5. Keys will be provided by Superior Management Services, LLC. Keys must be returned immediately after the event. Be sure to contact us at least one week before the event to arrange to pick up the key.
6. Lost keys and keys not returned will result in the offending owner paying for the re-keying and key distribution property wide.
7. If the event requires removal of the furniture in the clubhouse, the person booking the event must make arrangements to have the furniture moved and replaced immediately after the event. Any damage to the furniture will be at the booking party's expense.

8. Balloons are not permitted in the amenity center unless they are tied to balloon weights.
9. HOA sponsored social functions will have priority over private events.
10. **The property owner reserving the facility is responsible for the conduct of all guests associated with a private activity.**
11. Persons occupying the facility after hours, who trigger an alarm event, or whose failure to properly secure the facility allows triggering of an alarm will be charged a fee for time, travel and costs at a rate to be determined.
12. Events organized chiefly for minors **MUST** supervised by adults at all times and in all areas.
13. Neither Superior Management Services, LLC, nor the HOA assumes any liability for personal injury to or for the loss of personal property owners or their guests using the Heritage at New Riverside facility.
14. The HOA and community manager reserve the right to refuse use of the facility by any group or organization whose size is likely to strain the facilities or constitute a hazard in the event of fire or other emergency.
15. **SMOKING IS NOT PERMITTED INSIDE CLUBHOUSE AT ANY TIME.** Smokers outside the building are requested to dispose of their cigarette butts properly.
16. By order of the Fire Marshall, no grilling, grease cooking or deep frying will be allowed in the Clubhouse or in or near any pine straw or mulch areas.
17. Host agrees to respect the "Quiet Enjoyment" of the residents of the community.
18. No one under the age of 21 may reserve the Clubhouse facility.
19. Hosting property owners will take full responsibility for locking up and securing the building and storage areas before leaving.
20. No pets are permitted within the Clubhouse facility at any time.
21. No fireworks of any kind are permitted at or near the Clubhouse facility at any time.
22. Renters within Heritage at New Riverside may book the facility. Property Owner must co-sign this application. Owner assumes full responsibility for the event including the conduct of their tenant and all guests, and any damage that may occur.
23. Alcoholic beverages may be in the clubhouse but the liability is the responsibility of the homeowners. Homeowners will be required to get a rider added to their homeowner's insurance policy for the date/day of the party. You may contact your insurance company for additional information regarding this item.
24. Both deposit and rental fee checks will be deposited. Deposit will be refunded within 30 days after inspection of the facility.

**Make both the deposit and rental fee check(s) out to  
Heritage at New Riverside HOA.**

## APPLICANT INFORMATION

Name of Owner: \_\_\_\_\_ Apx. # Guests \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Event: \_\_\_\_\_

For the Hours of: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Signature of Owner: \_\_\_\_\_

Signature of Renter: \_\_\_\_\_

## FOR OFFICE USE ONLY

PARTY BOOKED ON CALENDAR: \_\_\_\_\_  
Date Initials

FEE TO BE CHARGED: \$ \_\_\_\_\_ (NON-REFUNDABLE)

SECURITY DEPOSIT RECEIVED: \$ \_\_\_\_\_ (REFUNDABLE)

CHECK(S) RECEIVED:

#: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

#: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

TICKLER IN OUTLOOK: \_\_\_\_\_  
Date Initials

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POST PARTY INSPECTION: \_\_\_\_\_

REFUND REQUESTED: \_\_\_\_\_

KEY RETURNED: \_\_\_\_\_

AMOUNT REFUNDED: \_\_\_\_\_ BY: \_\_\_\_\_