

1. **Fairmont on the Park –
ClubHouse Management**

Doc. No.: FOTP *NNNN-nn* Rev: A
Release Date: February 19, 2019

1. PURPOSE:

This policy outlines the procedures established by the Board of Directors (BOD), Fairmont on the Park HOA to allow homeowners and their approved tenants the use of the clubhouse.

NOTE: The clubhouse cannot be used for sales, marketing or business-related activities.

2. SCOPE:

This policy outlines the procedure established by the BOD of Fairmont on the Park and apply to all homeowners and tenants of Fairmont on the Park.

3. DEFINITIONS:

3.1. FOTP – Fairmont on the Park, this Development

3.2. HOA – Homeowners Association

3.3. AMAG – Association Management Advisory Group, Inc. Contracted by the **FOTP HOA** to manage the development.

3.4. HOA Board of Directors – Team elected by homeowners in the development to manage the community

4. FOTP Clubhouse Guidelines for Users

4.1. The use of this Clubhouse is made available free of charge, by reservation, to all FOTP homeowners and renters in good standing. As such, and as a courtesy to those homeowners and renters who wish to use the facility, it is the responsibility of the **Reservation Requestor** to leave the Clubhouse in the same condition as when they arrived for their event. Failure to abide by these rules may result in suspension of the **Reservation Requestor's** amenity privileges for a period of time and assessment of charges necessary to have the facility cleaned and/or repaired.

4.2. Only one event may be scheduled in the FOTP Clubhouse on any day

- Reservation cannot be made within seven (7) days of the event date.
- Reservation are not permitted on 2 consecutive days by the same Requestor.

4.3. ONLY the clubhouse is included in the reservation. FOTP does not permit pool parties or allow reservations to cross over into the pool or other amenity areas.

4.4. No Jump Houses are permitted in the Clubhouse parking lot.

- Jump House are permitted in the Overflow Parking Lot.
 - Electrical Power Outlet can be made available in the Overflow Parking Lot, if needed. Requestor must provide electric extension cord.
 - Please specify timeframe that power is needed in the “Comments” Section of the Reservation. Either AMAG or BOD will contact the Requestors with details of the activation.

4.5. The FOTP Clubhouse is Open

- Sunday thru Thursday from 7 AM to Midnight
- Friday and Saturday from 7 AM to Midnight

4.6. The FOTP Clubhouse is Closed and not available on the following days:

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- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Super Bowl Sunday

4.7. Requestor is responsible for cleanup of the FOTP Clubhouse on the day of the event.

4.8. Requestor is responsible for any damages that are detected after the event.

4.9. Requestor should ensure that he has access to the FOTP Website and has an active Amenity Access card. Contact AMAG at 678-407-1115 if needed.

5. FOTP Clubhouse Reservation Process

5.1. Application for an event should be made far enough in advance for AMAG to complete the processing of the application prior to the event.

5.2. Requestor that wants to use the FOTP Clubhouse for an event may go to the FOTP Web Site <http://www.fairmontonthepark.com/view/clubhouse-reservations.aspx> to check the Clubhouse calendar for availability **and to initiate a reservation request.**

5.3. If the FOTP Clubhouse is available, the Requestor submits via the website an event request for the date & time they wish to use the FOTP Clubhouse. Please ensure the time booked includes all of the following: setup time, event time, and cleanup time.

Note: This will not guarantee the Requestor the use of the FOTP Clubhouse but will notify AMAG a request is in process.

- To request an event: go to FOTP Website <http://www.fairmontonthepark.com/view/clubhouse-reservations.aspx> and **click on the "Add New Reservation" button at the top left corner of the calendar**, and then fill out all the requested information (do not leave any blank answers).

5.4. Once the application is approved by AMAG, the Requestor will be notified via E-Mail confirming that the reservation has been approved and scheduled.

5.5. On the Day of the event, the FOTP Clubhouse Front Door will be activated for use by the Requestor, but only for the day of the event. Access to the FOTP Clubhouse is gained by using your Amenities Access card.

6. CLUBHOUSE USE RULES

Applies to both the First Floor facilities and the Lower Level Meeting Room and Kitchen.

6.1. THE USE OF ADHESIVES OR ADHESIVE TAPES OF ANY KIND, NAILS, THUMB TACKS, PUSH-PINS OR MAP TACKS ON WALLS, WOODWORK, FURNITURE OR CABINETS IS STRICTLY PROHIBITED

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- 6.2.** Tack Rails are provided in the Meeting Room for your event, as a convenience, for displaying banners, posters, or decorations using thumb tacks or map tacks. No adhesives or tapes are permitted on the Tack Rails.
- 6.3.** It is the responsibility of the **Reservation Requestor** to ensure that any balloons used for the event are removed at the conclusion of the event. Any helium balloons abandoned on the ceiling or trapped by the ceiling fan may result in charges being assessed to the **Reservation Requestor** for their removal.
- 6.4.** It is the responsibility of the **Reservation Requestor** to ensure that at the conclusion of the event:
- The carpet (both upstairs and downstairs) is vacuumed and free of stains, spills or debris. A vacuum cleaner is provided outside of the kitchen.
 - Tables, chairs, cabinets, kitchen sink, microwave and counter tops have been cleaned and kitchen floor mopped. Mop is beside the refrigerator.
 - Tables and chairs are carefully stored in the location provided opposite the kitchen entrance.
 - All items are removed from the refrigerator and freezer.
 - All trash is removed from the facility and properly disposed of in the appropriate furnished trash bins outside of the back exit doors.
 - The upstairs bathroom is clean and tidy.
 - All entry and exit doors are properly closed and locked.
- 6.5.** If the Requestor has any problems with the facility, then they should complete the FOTP Clubhouse Reservation Checklist on the last page of this document; and then
- Email the form to: admin@associationmgmt.com
 - Fax the form to: 678-407-1125
 - Mail the form to:
AMAG
PO BOX 491537
Lawrenceville, GA 30049
- 6.6.** The Day following the event, the Requestor's access to the FOTP Clubhouse Front Door, will be removed.
- 6.7.** If following the event, it is determined that either Damage has occurred, or proper cleanup was not completed. The Requestor will be notified by US Mail with specifics of the problem, and provided methods to resolve the problem, such as return & cleanup or assessed charges.
Note: if Charges are assessed and not completed in the required timeframe, then the Requestor will have ALL their Amenity (fitness, pool, tennis) access revoked.

