

FOTP Clubhouse Reservation Policy

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.

FOTP Clubhouse Guidelines for Users

- The use of this Clubhouse is made available free of charge, by reservation, to all FOTP homeowners and Tenants in good standing. As such, and as a courtesy to those homeowners and tenants who wish to use the facility, it is the responsibility of the **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 **Requestor's** amenity privileges for a period of time and assessment of charges necessary to have the facility cleaned and/or repaired.
- **Requestor** should ensure that they have access to the FOTP Website and an active Amenity Access card. Contact AMAG at 678-407-1115 if needed.
- **Only one event may be scheduled in the FOTP Clubhouse on any day**
 - A reservation **cannot be made** within seven (7) days of the event date.
 - A reservation **is NOT permitted** on 2 consecutive days by the same Requestor.
- **"Number of Attendees"** on the reservation needs to include all attendees (requestor, immediate & extended family, and invited guests).
 - If the **"Number of Attendees"** is not updated from the default of '1', then the reservation may be cancelled.
- **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 (Pool, Fitness, or Tennis)
- **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.
- FOTP Clubhouse is available from 7am to 11pm.
- FOTP Clubhouse is closed and not available on the following days:
 - Thanksgiving Day
 - Christmas Eve
 - Christmas Day
 - New Year's Eve
 - New Year's Day
 - Super Bowl Sunday
- **Requestor** is responsible for cleanup of the FOTP Clubhouse on the day of the event.
- **Requestor** is responsible for any damages that are detected after the event.

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FOTP Clubhouse Usage Guide

- 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.
 - 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 only.
 - Rails are located on the wall facing the parking lot with 2 windows to left & 2 windows to right.
- **Requestor's** amenity access card(s) will open clubhouse front door after 7am on the day of the event
- Door by Parking Lot – **Emergency exit ONLY**
 - Alarm MAY sound, if door opened or if remains open
- Clubhouse Tables & Chairs – located in closet in the room off the Foyer
 - (60) Folding chairs
 - (8) 6-foot tables
 - (6) 4-foot tables
 - (2) folding tables
- Clubhouse Cleaning Supplies – located in the closet near the bathroom
 - Vacuum cleaner
 - Broom & dustpan
 - Swiffer Wet Jet mop and pads
 - Trash bags
- After 11pm the **Requestors** access to the FOTP Clubhouse Front Door, will be removed. No further access to clubhouse front door allowed.
- **Requestor REQUIRED** to clean clubhouse after the event
 - Wipe down counters, sink, microwave, refrigerator/freezer, cabinets, tables, and chairs
 - Remove personal items from cabinets and refrigerator/freezer
 - Vacuum all floors including kitchen and bathrooms
 - Use Swiffer Mop for any spill cleanup on floors
 - Return all tables & chairs to closet
 - Return any furniture moved to original location
 - Empty wastebaskets in kitchen and both bathrooms
 - Place filled trash bags in the trash barrels on lower level at back of clubhouse
 - Ensure both fans and all lights are off
- It is the responsibility of the **Requestor** to ensure that any balloons used for any 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 **Requestor** for their removal.
- If the **Requestor** has any problems/concerns with the facility:
 - **Emergency use only** – AMAG (Management Company)
 - Weekdays 8am to 5pm 678-407-1115
 - Evenings & weekends 404-587-4262
 - All other items
 - Call AMAG at 678-407-1115 (weekday 8am to 5pm) to discuss problem/concern
 - Email concern to admin@associationmgmt.com describe problem/concern in detail
- If following the event, it is determined that either Damage has occurred, or proper cleanup was not completed.
 - The **Requestor** will be notified 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.

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FOTP Clubhouse Reservation Process

- Application for an event should be made far enough in advance for AMAG to complete the processing of the application prior to the event. Minimum is 7 (seven) days.
- **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.
- 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).
- Once the application is approved by AMAG, the **Requestor** will be notified via E-Mail confirming that the reservation has been approved and scheduled.
- 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(s).