



• AT NOCATEE •
600 Bluewater Drive
Ponte Vedra, FL 32081
PH: 904.217.7970

Website: <http://fsrsouth3.fsrconnect.com/coastalokshoa>

CLUBHOUSE RESERVATION FORM

Please complete the information below and return to the Clubhouse. The reservation of the Clubhouse is for the Social Room only and does not reserve any exterior space of the building, the pool, or the pool deck. Reservations are booked on a first come, first serve basis. Homeowners are expected to have the Clubhouse cleaned and vacated in the allotted time frame.

***There is a \$250 Security Deposit for the use of the Clubhouse due at the time the reservation is made. Checks should be made payable to Coastal Oaks HOA and reservations are not confirmed until the completed reservation form, check, and signed Rules are received by Management.**

Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Requested Date: _____ Reservation Time (if weekday): _____

If requested reservation is for a Fri., Sat., or Sun. please circle one: 8am – 3pm 3pm – 11pm (10pm on Sundays)

Type of Event: _____ Number of Guests: _____
(Capacity for the Clubhouse: 116, Tables accommodate: 40, Total seats available: 68)

Key Fob Number: _____ (1st 5 digits located on the back of key fob)

***It is the sole responsibility of the resident to ensure that the correct key fob number to be used on the day of the reservation is provided correctly.**

IF YOU EXPERIENCE ANY ISSUES OBTAINING ACCESS TO THE CLUBHOUSE ON THE DAY OF YOUR EVENT, CALL THE GUARD GATE AT 904.217.0795. THEY WILL CONTACT THE PROPERTY MANAGER IMMEDIATELY.

LIABILITY RELEASE (WAIVER AND INDEMNIFICATION) STATEMENT

To obtain permission to use the Coastal Oaks HOA, Inc (hereafter known as Coastal Oaks) social room, the undersigned does, for myself, my heirs and personal representatives, spouse, children, guests, servants, agents and invitees, waive and release Coastal Oaks, its employees, agents, licensees or representatives from any claim of loss (including INJURY & DEATH) suffered by me and arising from my use of the facilities. In addition, I will indemnify and hold Coastal Oaks harmless from and against any claim against Coastal Oaks for loss suffered by Coastal Oaks caused by myself, my heirs and personal representatives, spouse, children, guests, servants, agents and invitees and all parties using the facilities during my reservation period.

Signature of Homeowner

Date

CLUBHOUSE RESERVATION RULES

The Clubhouse is available for use by residents Sunday – Thursday 8am-10pm and Friday – Saturday 8am-11pm.

***Our Clubhouse is intended for the use of Coastal Oaks residents and public advertising of any kind is strictly prohibited.**

PLEASE INITIAL EACH ITEM BELOW.

_____ Any one reserving the Clubhouse must be a current resident of Coastal Oaks, at least 21 years of age, and **MUST BE PRESENT FOR THE ENTIRE EVENT**. Homeowners are responsible for the conduct of their children/ guests at all times.

_____ In order to allow more residents to utilize our Clubhouse on the weekends (Friday – Sunday), you must pick between two available time frames, either the morning slot, 8am – 3pm, or the evening slot, 3pm – 11pm (3pm-10pm on Sundays). This will not affect week day reservations. Homeowners are expected to have the Clubhouse cleaned and vacated in the allotted time frame. Homeowners are expected to bring their own cleaning supplies. **FAILURE TO CLEAN AND VACATE THE SOCIAL ROOM BY THE DESIGNATED TIME WILL RESULT IN FORFEITURE OF THE SECURITY DEPOSIT AND POSSIBLE LOSS OF USE RIGHTS IN THE FUTURE.**

_____ Each reservation will require a \$250 security deposit payable to Coastal Oaks HOA. The security deposit will be returned once Management determines that all Rules were followed, the facilities were cleaned properly, and suffered no damage. Any necessary cleaning or repairs due to a homeowner event will be deducted from the Security Deposit at the sole discretion of the Property Manager.

_____ The homeowner is responsible for entering their guest list into their www.gateaccess.net account in advance of the event to ensure their guests are granted access. If you need assistance with this please contact us at the clubhouse.

_____ A cleaning checklist is attached and must be completed after every event. The Clubhouse should be left exactly as it was found, including the kitchen and rest rooms. Homeowners are expected to bring their own cleaning supplies. Additional trash bags and paper goods will be located in the kitchen. Failure to complete all items on the checklist will result in the forfeiture of the Security Deposit. Management suggests that you take pictures of the facility both before and after your event to ensure the Clubhouse is left in order.

_____ Bouncy houses/ Castles/ Moonwalks are permitted on the front lawn only. No water-based games, inflatables, etc. are permitted at the Clubhouse. Livestock is strictly prohibited on Coastal Oaks property.

_____ No fireworks of any kind, i.e. firecrackers, sparklers, or any other explosive device shall be permitted anywhere on Coastal Oaks property. Use of fireworks will result in the forfeit of the security deposit, possible fines, and suspension of use rights of the Clubhouse for the homeowner who holds the reservation.

_____ Clubhouse furniture should not be moved without approval from Management and is to **REMAIN INDOORS AT ALL TIMES**. Outdoor furniture may not be brought into the Social Room.

_____ All Coastal Oaks Rules and Regulations should be followed by homeowners and their guests while utilizing the Clubhouse for a private event (shoes must be worn, no pets except service animals, no smoking, etc.).

_____ No person may use the Social Room in such a manner as to interfere with the rights comforts, conveniences, or peaceful enjoyment of the adjoining area of Coastal Oaks by other residents.

I hereby understand that my signature below is my agreement to be solely financially responsible to the Coastal Oaks Homeowners Association should the above listed items and rules not be followed.

Signature of Homeowner

Date

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Last revision 6/22/2018



CLUBHOUSE CLEANING CHECKLIST

Homeowners are expected to have the clubhouse cleaned and vacated in the allotted time frame. The Clubhouse should be left exactly as it was found, including the kitchen and rest rooms. **FAILURE TO CLEAN AND VACATE THE SOCIAL ROOM BY THE DESIGNATED TIME WILL RESULT IN FORFEITURE OF THE SECURITY DEPOSIT AND POSSIBLE LOSS OF USE RIGHTS IN THE FUTURE.**

*Additional trash bags and paper goods are located under the sink. Homeowners are expected to bring their own cleaning supplies to ensure the Clubhouse is left in suitable condition.

- Remove all decorations, tape, string etc
- Turn off all electronics and return remotes to the top right drawer next to the tv
- Remove all items from the refrigerator
- If given permission to move furniture, ensure that all furniture is returned to its original location
- Wipe down all tables and counter tops
- Vacuum and sweep all areas
- Mop floors where necessary
- Check bathrooms, ensure they are clean and stocked
- Remove all trash, place in the dumpster located in the parking lot, and insert new trash bags
- Ensure that all exterior doors and kitchen windows are closed tight and locked

Signature of Homeowner

Date