

*Do not remove this book from the clubhouse.
Leave on entry table.*

CLUBHOUSE

LionsGate Homeowner Association

**Clubhouse
Reservation
Handbook**

LionsGate Clubhouse

The LionsGate Clubhouse is for the use of all homeowners and can be reserved for private events. Homeowners are responsible for the care of the clubhouse during their reservation. This handbook will assist in understanding your responsibility.

Homeowners will be charged for any cleaning or damages left in the clubhouse after the reservation has expired. Everyone must vacate the clubhouse by 11:59pm on the reserved day. Cameras are throughout the clubhouse and monitor all activities.

Please read this handbook thoroughly before your event.

If damage is caused to the clubhouse during your event, immediately report the damage by sending an email to amenities.csc@fsresidential.com and attaching a picture showing the damage. Please be as detailed as possible in your email.

If there is an emergency during your event, please reach out to the 24 Hour Maintenance Emergency Line at 816-304-7320

LionsGate Clubhouse Renters
IMPORTANT NOTICE

Dear LionsGate Clubhouse Renter:

The Board of Directors wishes to inform you of recent updates that may affect your rental of the clubhouse facilities. We highly recommend you review the signed agreements and adhere to the terms therein.

In recent months, the Clubhouse Committee volunteers have invested significant time, money and energy in upgrades to our community clubhouse. In order to protect this investment, the Board is providing this notice to renters to emphasize the intent to follow the Agreements, and inform of additional information renters may not be previously be aware.

1. New Rental Agreements have been enacted for all future renters with larger fees and security deposits. However, the Board is honoring all existing signed Agreements and enforcement of existing terms will be strict. Therefore, a review of the signed Agreements should be completed by the renters.
2. The Board has collected clubhouse photos that capture the current state of the facilities. These photos represent the position of the clubhouse prior to your rental. Therefore, it is highly recommended that a complete walkthrough of the clubhouse be conducted, and any visible marks, holes, or damages to the walls, trim, etc., be photographed as evidence of a preexisting condition. Any documented conditions must be emailed to First Service prior to the event being held.
3. In order to allow the cleaning service to complete their job, any items left on premise after midnight is forfeited to the HOA, who can donate/distribute as it sees fit. This is not a change to the existing term of the signed agreement, but rather an explanation of the plans of strict enforcement.
4. Should you have any special circumstances or questions that require assistance, please contact First Service Residential PRIOR to your agreement in order to obtain any exceptions. The intent of the Board is to protect our community asset, not create an undue burden on its residents and renters of the clubhouse.

Thank you for your careful review and adherence to the signed Agreement, we hope you enjoy the use of the clubhouse and its amenities.

Sincerely,
LionsGate HOA Board

NOTICE

SECURITY DEPOSIT DAMAGES WILL BE ASSESSED

DECORATING INSTRUCTION REMINDER

1. ABSOLUTELY NO staple guns, hot glue guns, thumb tacks (push pins), confetti or glitter are to be used during decoration. Only removable, non-damaging command strips or painter's tape may be placed on the surfaces. Any damages to walls will incur a MINIMUM of \$100 against the security deposit.
2. No living room furniture is allowed on the outdoor decking. Only folding tables/chairs are allowed, which will not be damaged by the weather.
3. Any personal items NOT removed at the conclusion of the event will be subject to forfeiture so the cleaning crew may complete their job, and the clubhouse is prepared for the next rental event.
4. Painter's tape has been provided to mark the walls of any existing damages, which must be photographed and emailed to Amenities.csc@fsresidential.com prior to your event.

In 2019, the our newly renovated clubhouse has already incurred multiple damages, and renters have had their security deposits assessed. Please review your signed rental agreement for all terms and conditions, including the checklist to ensure no fines are assessed.

Itemized Charges

Homeowners are required to clean the clubhouse and vacate by 11:59pm the night of the reservation date. Failure to clean will result in fees deducted from the security deposit. As well, any damages will be charged against the homeowner. Below are some of the standard minimum fees and can increase based on the condition of the clubhouse.

- \$175 - Cleaning Fee
- \$50 - Carpet Cleaning
- \$100 - Marks on Wall
- \$50/bag - Trash Removal
- \$50 - Unreturned Key



General Rules for the use of the LionsGate Clubhouse Facilities

Reservations for the clubhouse are to be made through the Management Company by visiting kcsupport.fsresidential.com and limited to the number of guests that are listed on the reservation agreement, but not to exceed One Hundred Twenty-Five (125) guests. A homeowner may reserve the facility ONLY for his own use, must be in attendance at the function at all times and must be in good standing with the Homes Association. Homeowners may reserve the clubhouse up to 4 times a year.

1. Until further notice the required deposit shall be \$500 (issued as a separate check) and the rental fee is \$565 for the entire clubhouse. The \$500 deposit is refundable after a satisfactory inspection by agents of the Management Company, cleanup is determined to be satisfactory, and no damage has occurred. Signed contract, security deposit, and rental fee are due within 10 business days of booking a reservation. If reserving the clubhouse within 30 days of the event, contract & payment must be received within 72 hours.
 2. FREE CLUBHOUSE USE MUST BE APPROVED BY THE BOARD OF DIRECTORS and your request must be submitted in writing at least forty-five (45) days in advance of your event to the Board of Directors. This reservation may require a cleaning fee.
 3. Upon your arrival at the clubhouse, if you find any damages or unsuitable conditions, you must report it immediately to the Management Company via email at amenities.csc@fsresidential.com. Include detailed description and pictures. The email must be received at or before the event start time. You assume full responsibility if you fail to take this action.
 4. The Management Company on the direction of the Board of Directors shall determine the extent of any damages to the property or furnishings. Should the damage exceed the amount of deposit which was paid by the homeowner, the Management Company will notify the Board of Directors to inspect the damages. Damages or soiling shall be charged against the deposit. Any excess cost of damage or soiling over the amount of the deposit shall be assessed against the homeowner and paid upon demand to the LionsGate Homes Association. Should the carpet need cleaned due to stains, you will be required to pay a minimum of an additional \$100. If both the upper and lower levels of the clubhouse require cleaning, a minimum of a \$175 fee will be deducted from the security deposit.
 5. Failure to pay for repair of damages to property or furnishings within thirty (30) days shall be sufficient cause for the Board of Directors to file a lien against the homeowner and to take all legal action available to the Association as provided under the laws of the state of Kansas. The homeowner's privilege for future use of any common areas that can be reserved will be withdrawn until the claim is resolved.
 6. No furnishings or fixtures may be removed from the clubhouse. Furnishings may be rearranged within the clubhouse facility but must be returned to their original place before leaving the clubhouse. No staple guns, hot glue guns, nails, thumb tacks, confetti or glitter are to be used to decorate the clubhouse. Only removable, non-damaging command strips may be placed on surfaces but must be removed with no damage remaining before midnight of the event. Items left on the wall, damage to walls, etc will result in fines.
 7. The lease applies only to the clubhouse facility and does not include the use of pool or tennis court facilities. Pool reservation may be made through the lease agreement only if renting the clubhouse.
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LionsGate Clubhouse Cleaning

Before you leave for the evening, be sure the following is complete:

- ✓ All trash picked up, secured in a trash bag, and placed in the trash containers behind the clubhouse.
- ✓ All personal items removed from the clubhouse
- ✓ Wipe down all furniture and surfaces
- ✓ Sweep floors and clean any spills
- ✓ Place furniture back where it was found when arrived
- ✓ Make sure restrooms are left clean and free of trash
- ✓ Flush toilets and turn off lights in bathrooms
- ✓ Clean out all sinks. Do not put anything down drains (coffee grinds, food, etc)
- ✓ Lock all windows and doors
- ✓ Turn off all lights
- ✓ Set thermostat to 60 in the winter months and 80 in the summer months
- ✓ Set alarm, if applicable

All work must be completed by midnight of the event. You will not be permitted to return the next day to complete any cleaning, moving items, etc.

The Clubhouse has been cleaned prior to your use. If the Clubhouse is not in acceptable condition when you enter, please contact Brook Rigdon at (913) 999-1448 (cell). If you see any damages or unacceptable areas please email details and pictures to amenities.csc@fsresidential.com before use of the space.



LionsGate Clubhouse – Agreement

A few reminders from the Reservation Contract you signed.....

ACCESS

- No one may enter the clubhouse before 10am on the day the clubhouse has been rented
- Everyone must vacate the clubhouse by 11:59pm the day of the event
- Any Member of the LionsGate Homes Association Board of Directors, the Property Manager, or their designated representative shall be allowed reasonable access to the facility during the function if there is reason to believe that violation of this Agreement has, in fact, occurred, is occurring, or may occur.

OCCUPANTS

- The Homeowner/Resident must be present at the event from start to finish.
- When individuals under eighteen (18) years of age are using the facility, there must be one adult over twenty-one (21) present for each ten (10) underage individuals present.
- Any Member of the LionsGate Homes Association Board of Directors, the Property Manager, or their designated representative shall be allowed reasonable access to the facility during the function if there is reason to believe that violation of this Agreement has, in fact, occurred, is occurring, or may occur.

USE RESTRICTIONS

- Clubhouse may not be used for any profit-making functions
- Signs or flyers on any private property to announce the event or to give directions to the clubhouse are prohibited.
- DJs stereos and bands are not allowed to play on the outside deck past 10:00 PM. All music must cease to play no later than 11:30 PM and shall be played at a volume not to be heard outside the facility.
- Under no circumstances shall any illegal substances be brought into the facility or onto any part of the premises including the parking areas.
- No smoking allowed

FOOD and DRINK

- Intoxicating beverages will be served only to persons who have attained their twenty-first (21st) birthday.
- No barbecue grills or outdoor cooking is allowed
- Food is not to be prepared in the facility, however, catering is permissible, as is the heating of food in the kitchen ovens or microwave. Beer kegs are allowed on tiled surfaces only.

DECORATIONS and FURNITURE

- No staple guns, hot glue guns, nails, thumb tacks, confetti or glitter are to be used to decorate the clubhouse. Only removable, non-damaging command strips may be placed on surfaces but must be removed with no damage remaining before midnight of the event.
 - Furniture in the living room (with fireplace) may not be moved.
 - Any other furniture moved must be moved back by the end of the night.
 - You may bring furniture into the clubhouse but it must be removed by the end of the night.
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A few Notes

Thank you for reserving the LionsGate Homeowners Association Clubhouse. We hope you enjoyed hosting your event in this space.

If you have any feedback, please email to amenities.csc@fsresidential.com

Please be sure to mail your Clubhouse Checklist within 10 days of your event.

Mail to:

FirstService Residential

Attn: MO Amenities Dept

11500 Ambassador Drive, Suite 360

Kansas City, MO 64153

(checklist can be found on the community website)

Once Cleaning Staff or a LionsGate Board Member has inspected the Clubhouse, your Clubhouse Checklist has been received, and any keys issued are returned; your deposit will be refunded if no damage was sustained to the Clubhouse and all cleaning was done to the satisfaction of the inspector.
