

## **RULES AND INFORMATION FOR RUBY FOREST CLUBHOUSE RENTAL (EFFECTIVE 1/1/2023)**

The following information and rules are incorporated into and made a part of the Clubhouse Rental Agreement:

1. **ADDRESS OF CLUBHOUSE.** The physical address of the clubhouse is: 4175 Cherry Ridge Walk  
Suwanee, Georgia 30024
2. **CAPACITY.** The maximum capacity of the clubhouse is 115 people.
3. **TABLES, CHAIRS, KITCHEN, and BATHROOMS.** The clubhouse has 11- 60" round tables, 66 folding chairs, 2- 8ft long rectangular tables, and 1- 6 ft long rectangular table. Use of the table and chairs is included in the rental fees noted below. The clubhouse has a sink, fridge w/ freezer, and in-wall microwave/oven comb. The clubhouse does not have a stove cook top.

Bathroom facilities for men and women are located on the exterior of the building. The clubhouse is wheelchair accessible.

4. **FEES.** The fees for use of the clubhouse are:

Deposit:           **\$250 RFHOA Members or \$750 non-RFHOA Members**  
(refundable - see cancellation and refund policy)

Cleaning Fee:   **\$50 (non-refundable)**  
- covers general mopping, vacuuming, and cleaning of the bathrooms.

Rental Fee (includes use of the tables and chairs):

RFHOA Members:     Friday-Sunday & Holidays: **\$40 per hour**  
Monday-Thursday (non-holidays): **\$20 per hour**

Non-Members:       Friday-Sunday & Holidays: **\$100 per hour**  
Monday-Thursday (non-holidays): **\$50 per hour**

Set-up time is charged at the Rental rates noted above. All charges must be paid in advance.

5. **SECURING A RESERVATION.** A signed contract and \$250/\$750 deposit must be received by the Clubhouse Coordinator to confirm a reservation for a requested day/time. A separate check must be issued for the deposit.  
DO NOT INCLUDE THIS AMOUNT IN THE PAYMENT FOR THE RENTAL/CLEANING FEE.
6. **PAYMENT OF RENTAL & CLEANING FEE.** Payment of the Rental Fee + \$50 non-refundable Cleaning Fee is due at least 14 days prior to the scheduled Event. A separate check must be issued for the total amount of the Rental Fee + the \$50 Cleaning Fee.  
DO NOT INCLUDE THIS AMOUNT WITH THE PAYMENT OF THE DEPOSIT.
7. **FORMS OF PAYMENT ACCEPTED.** RFHOA members may pay with personal checks. Non-Members must pay with a company check, money order, or cashier's checks; no personal checks are accepted from non-members.
8. **CLEAN-UP / STORAGE OF TABLES AND CHAIRS.** At the end of your rental period, you must return all tables and chairs to the storage closet, bag and remove all trash from the clubhouse and place it in the receptacles adjacent to the storage shed and remove all decorations and other items that were brought to the clubhouse for your Event.
9. **NO GLASS IS ALLOWED INSIDE THE FENCED POOL AREA AT ANY TIME. All violations will result in an automatic \$500 fine and 30-day suspension of member privileges.**
10. **DECORATIONS.** Decorations cannot be attached to the walls, doors, or trim work inside the clubhouse. NO TACKS and NO TAPE.
11. **SMOKING.** Smoking is not allowed inside the clubhouse or inside the fenced pool area. Smoking is permitted only on the porch or lawn.
12. **TRASH.** All trash must be bagged and placed in the outdoor trash receptacles adjacent to the storage shed after your Event. DO NOT place any trash in the pool area or in the receptacles located inside the pool area.

13. **RICE or CONFETTI.** No rice or confetti is to be thrown or used as decoration. Wild bird seed is allowed but may be thrown only in the lawn area outside the clubhouse.
14. **ALCOHOL.** Alcoholic beverages may be served only to persons who are 21 years of age or above. Cash bars are not permitted and the sale of alcohol on the premises is strictly prohibited.
15. **DAMAGE.** Renter is responsible for any damage to the premises or any property of the RFHOA during the Event and while their guests are on the property.
16. **CANCELLATION POLICY.** The reservation may be cancelled by delivering written notice to the Clubhouse Coordinator via email at [clubhouse@rubyforest.net](mailto:clubhouse@rubyforest.net). If notice of cancellation is delivered to the Clubhouse Coordinator at least 5 days prior to the scheduled event, the deposit and all other funds paid in advance will be refunded. Any reservation that is cancelled less than 5 days prior to the event will forfeit the deposit. See additional conditions noted in item 17 below regarding requirements for refund of the deposit.
17. **REFUND OF DEPOSIT.** The deposit will be refunded after your Event if all of the following conditions are met: a) all items on the "Clubhouse Clean-up Checklist" are satisfactorily completed at the end of your Event, b) no violations of any Clubhouse Rules or Pool Rules have occurred during your Event, and c) no damage has occurred to either the Clubhouse or other RFHOA property during your Event. If each of the preceding conditions is not satisfied, the deposit will be forfeited. If the RFHOA incurs any damages, costs or expenses that exceed the amount of the deposit, or if any fines are assessed by the RFHOA for violation of Rule #9 above, the renter shall be responsible for payment of same.
18. **POOL.** Rental of the clubhouse does not include access to the pool. A full member of the RFHOA may provide pool access during an Event for a maximum of 20 guests based upon the following conditions: a) the renter acknowledges that they will not have exclusive use of the pool and the pool will remain open to other residents, b) all guests must abide by the posted pool rules, c) if more than 6 guests of the Event will be using the pool, the renter must make arrangements directly with the lifeguards for an additional lifeguard to be on duty for the duration of the Event, d) arrangements for the lifeguard and payment to the lifeguard are the sole responsibility of the renter, e) **no glass is allowed inside the fenced pool area (all violations will result in an automatic \$500 fine and 30 day suspension of member privileges)**, f) no smoking is allowed inside the fenced pool area, and g) no wet swimsuits are allowed inside the clubhouse.

Contact [clubhouse@rubyforest.net](mailto:clubhouse@rubyforest.net) with any questions.

Received by Renter: \_\_\_\_\_(initial)