

SHADOWBROOK CONDOMINIUM
CLUBHOUSE/ FUNCTION ROOM RENTAL

Key: _____ (Office use)

Deposit amount: \$ _____ on _____ day of _____, 2026 (Office use)

_____ Shadowbrook/ Kennedy, Unit # _____

Unit Owners name: _____

Renters name (If not owner): _____

Owner approved via-email _____ or call _____

Phone Number: _____

Date of Function: _____

Hours of Function From: _____ to _____

Purpose of Function: _____

Approximate number of guests (max 100): _____

NO ALCOHOL ALLOWED *NÃO É PERMITIDO ÁLCOOL
NO DECORATIONS OUTSIDE*SEM DECORAÇÕES EXTERIORES
***NO PARKING ON GRASS* PROIBIDO ESTACIONAR NA GRAMA**

SHADOWBROOK CONDOMINIUM
FUNCTION ROOM RULES & REGULATIONS

(February 2, 2026)

- The Function Room can only be reserved by Unit Owners (landlords must reserve the room on tenants behalf)
- The following fees must be paid at time of application for use of the Function Room/Pool:
 - A) \$200 to rent the Function hall only
 - B) \$250 to rent the Pool area only
 - C) \$400 to rent the Pool with hall for a private party (pool only available during off hours)

ALL PARTIES REQUIRE A \$100 CASH, MONEY ORDER OR BANK CHECK DEPOSIT

Deposit to be returned if the Clubhouse/Function Room Rules have been followed. However, additional fees for violations may be assessed to the unit owner.

- The renter of any gathering in the Function Room/Pool area **must be present** during the function at all times and is responsible for all guests. The hall, storage and bathroom area must be dry and wet moped before you leave. We supply the 2 mops **but you must bring a cleaner for the floor.** All wet spills should be cleaned up immediately after it happens to avoid slipping and to make sure water does not get in between the floor planks. Do not use the large rectangle dry mop for wet areas. Use the small bucket to fill the larger yellow bucket to wet mop the floor. Make sure your wringing out the water before washing. NEVER POUR WATER DIRECTLY ON THE FLOOR TO MOP. Once cleaned, the dirty water should be gently dumped in the toilet (be sure there are no rags or sponges before flushing). DO NOT dump the dirty floor water down the kitchen sink. **You will need to bring Windex and a disinfectant** to clean the kitchen counter and sink, microwave, refrigerator, tables, chairs, bathroom sink, mirrors and toilet area. Do not use abrasive sponges or products on floor, counters, sinks & faucets in the kitchen and bathroom. Remove trash bags in the kitchen, hall and bathroom area, stack chairs and tables on dollies, turn off the lights, lock all doors to bathroom and function room area. DO NOT POUR GREASE, SAUCE, GRAVY OR ANY FOOD LIQUID DOWN THE SINK.
- PLEASE BE SURE NO ONE SITS, STANDS OR RIDES ON THE CHAIR AND TABLE DOLLIES. THESE ARE NOT A TOY AND SHOULD BE MONITORED THAT NO ONE IS PLAYING ON THEM.
- **No more than 25 chairs and no more than 6 tables should be stacked per each dolly.**
- Anyone working on Shadowbrook property for a fee must be licensed and insured, including Worker's Compensation Insurance. This includes contractors that decorate the function room for an event. The office must approve all decorations prior to the function and any damage to the walls or floors will be subject to a charge back to fix the repairs.
- NO OUTSIDE TABLES OR CHAIRS CAN BE BROUGHT IN.
- Guest Parking will be limited to the clubhouse parking lot only. NO PARKING ON THE GRASS OR BERMS. (\$50 per vehicle fine)
- NO parking in the lots across from the rotary / Doors 23, 25 & 27
- Function room parties are limited to no more than 100 people.
- There is NO SMOKING or ALCOHOL allowed anywhere in the clubhouse building.
- **No decorations may be stapled, nailed, screwed, taped, glued or otherwise affixed to anywhere in the hall area including the walls, doors, brick, ceiling, kitchen island or floors. No outside decorations or signs.**
- Guest attending a hall function are not allowed to use the lower clubhouse area such as the pool, ping pong table, sauna, and gym area.
- All local, State and Federal laws must be obeyed. Violations of any rules and /or laws may result in the function being immediately terminated. Shadowbrook Rules and Regulations dated May 15, 2017, apply.
- In respect for the neighboring units, set up can only begin after 9:00 a.m., moderate music levels may be played during functions, the level of which is to be monitored.
- The function room can be rented for a maximum of 6 hrs; set-up time is not considered part of this time. All functions must end no later than 9:45 p.m.; the room must be cleaned and locked up by 10:00 p.m.
- The Pool may be used for a function ONLY DURING OFF- HOURS when the pool is not regularly open provided a Shadowbrook lifeguard can cover your party. If the pool function continues after the pool officially opens, the party must relocate to the function room upstairs (additional cost for hall) and guests are no longer allowed in the pool. Only 22 bathers can be in the pool at the same time. All pool rules must be adhered to including the "No Jumping and Running Rule." Food and any type of glass containers are not allowed in the pool area.

The office has the right to cancel any function 24 hours in advance if presented with an emergency situation. The payment and deposit for the hall will be reimbursed. However, the board will not reimburse for any other expenses associated with the function.

I HAVE READ AND UNDERSTAND IF THE ABOVE RULES ARE BROKEN I WILL LOSE MY DEPOSIT AND THE RIGHT TO RENT THE HALL IN THE FUTURE.

Unit owner signature OR renters with owners approval _____

(Print name)

Door #: _____, Unit # _____ Date: _____
(Shadowbrook / Kennedy)

OFFICE COPY

OFFICE COPY

Attention All Function Room Renters

The Function room will be inspected before and after every party and pictures will be taken if necessary. The list below shows the fees that will be withheld from your deposit if the room is not in compliance after inspection.

- \$25 plus replacement Chair damage
- \$50 plus replacement Table damage
- \$100 full deposit NO alcohol allowed- any alcohol found will be removed
- \$25 min Lights broken
- \$10 per Trash bags not removed- please do not use the barrel in the pool area to throw in the dumpster
- \$50 min Debris, stains or damage to floor
- \$50 min Tables and chairs not cleaned
- \$50 min Use of staples, nails, screws, tape, string, glue etc. anywhere
- \$50 min Kitchen, microwave, refrigerator not cleared or damaged
- \$50 min Bathroom/ Men's or woman's not cleaned or damaged
- \$50 min Deris on stairway/ clubhouse entryway
- \$50 per car NO parking on lawn or curb
- \$25 No outside decorations or signs
- \$50 Trash left in clubhouse parking lot
- \$50 Not cleaned up and out by 10:00pm
- \$100 For staff to come out & reset breaker due to overload or any other problems that may occur during the rental (Security may be able to assist after 5:00pm)

Labor & Overhead to repair extensive damage to the common area will be billed back to the unit owners account per Shadowbrook's Rules and Regulations dated May 15, 2017.

1, _____ have received a copy of this form and will follow these rules or risk losing all or part of my deposit or incur additional fees.
(Print name)

Door #: _____, Unit # _____ Date: _____
(Shadowbrook / Kennedy)

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(February 2, 2026)

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<u>\$25 plus replacement</u>	<u>Chair damage</u>
<u>\$50 plus replacement</u>	<u>Table damage</u>
<u>\$100 full deposit</u>	<u>NO alcohol allowed- any alcohol found will be removed</u>
<u>\$25 min</u>	<u>Lights broken</u>
<u>\$10 per</u>	<u>Trash bags not removed- please do not use the barrel in the pool area to throw in the dumpster</u>
<u>\$50 min</u>	<u>Debris, stains or damage to floor</u>
<u>\$50 min</u>	<u>Tables and chairs not cleaned</u>
<u>\$50 min</u>	<u>Use of staples, nails, screws, tape, string, glue etc. anywhere</u>
<u>\$50 min</u>	<u>Kitchen, microwave, refrigerator not cleared or damaged</u>
<u>\$50 min</u>	<u>Bathroom/ Men's or woman's not cleaned or damaged</u>
<u>\$50 min</u>	<u>Deris on stairway/ clubhouse entryway</u>
<u>\$50 per car</u>	<u>NO parking on lawn or curb</u>
<u>\$25</u>	<u>No outside decorations or signs</u>
<u>\$50</u>	<u>Trash left in clubhouse parking lot</u>
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(Print name) all or part of my deposit or incur additional fees.

Door #: _____, Unit # _____ Date: _____
(Shadowbrook / Kennedy)

CONDOMÍNIO SHADOWBROOK
REGRAS E REGULAMENTOS DA SALA DE FUNÇÕES

(Alterado em 17 de junho de 2019)

- A Sala de Eventos só pode ser reservada pelos Proprietários das Unidades (os proprietários devem reservar a sala em nome dos inquilinos)
- As seguintes taxas deverão ser pagas no momento da inscrição para utilização da Sala de Eventos/Piscina:

D) \$ 125 para alugar apenas o salão de eventos

E) \$ 150 para alugar apenas a área da piscina

F) \$ 225 para alugar a piscina com salão para uma festa privada (piscina disponível apenas fora do horário comercial)

TODAS AS PARTES EXIGEM UM DINHEIRO, ORDEM DE PAGAMENTO OU DEPÓSITO BANCÁRIO DE US\$ 100

O depósito será devolvido caso as regras do Clubhouse/Sala de Eventos tenham sido seguidas. No entanto, taxas adicionais por violações podem ser cobradas do proprietário da unidade.

- O locatário de qualquer reunião na área da Sala/Piscina deverá estar sempre presente durante o evento e é responsável por todos os convidados. O hall, a área de armazenamento e o banheiro devem estar secos e molhados antes de você sair. Fornecemos as 2 esfregonas mas deverá trazer um limpador para o chão. Todos os derramamentos de água devem ser limpos imediatamente após ocorrerem, para evitar escorregões e para garantir que a água não entre entre as tábuas do piso. Não use o esfregão seco retangular grande para áreas molhadas. Use o balde pequeno para encher o balde amarelo maior para limpar o chão. Certifique-se de torcer a água antes de lavar. **NUNCA DEIXE ÁGUA DIRETAMENTE NO CHÃO PARA MOPAR.** Depois de limpa, a água suja deve ser descartada com cuidado no vaso sanitário (certifique-se de que não haja panos ou esponjas antes de dar descarga). **NÃO** jogue a água suja do chão na pia da cozinha. Você precisará trazer Windex e desinfetante para limpar a bancada e pia da cozinha, micro-ondas, geladeira, mesas, cadeiras, pia do banheiro, espelhos e área do vaso sanitário. Não utilize esponjas ou produtos abrasivos no chão, balcões, pias e torneiras da cozinha e do banheiro. Remova os sacos de lixo da cozinha, hall e banheiro, empilhe cadeiras e mesas em carrinhos, apague as luzes, tranque todas as portas do banheiro e da sala de eventos **NÃO DEIXE GRAXA, MOLHO, MOLHO OU QUALQUER LÍQUIDO ALIMENTAR NA PIA.**

- **CERTIFIQUE-SE DE QUE NINGUÉM SENTA, LEVANTA OU PASSA NA CADEIRA E NA MESA. ESTES NÃO SÃO UM BRINQUEDO E DEVEM SER MONITORADOS PARA QUE NINGUÉM ESTÁ BRINCANDO COM ELAS.**

- Não devem ser empilhadas mais de 25 cadeiras e 6 mesas por cada carrinho.

- Qualquer pessoa que trabalhe na propriedade de Shadowbrook mediante pagamento de uma taxa deve ser licenciada e segurada, incluindo seguro contra acidentes de trabalho. Isso inclui empreiteiros que decoram a sala de eventos para um evento. O escritório deve aprovar todas as decorações antes da função e qualquer dano nas paredes ou pisos estará sujeito a cobrança para correção dos reparos.

- **NÃO PODEM SER LEVADOS MESAS OU CADEIRAS EXTERNAS.**

- O estacionamento para visitantes será limitado apenas ao estacionamento do clube. **NÃO ESTACIONE NA GRAMA OU BERMAS.** (US\$ 50 por multa de veículo)

- **PROIBIDO** estacionamento nos estacionamentos em frente à rotatória/Portas 23, 25 e 27

- As festas em salas de eventos são limitadas a no máximo 100 pessoas.

- Não é permitido fumar ou beber álcool em qualquer lugar do edifício do clube.

- Nenhuma decoração pode ser grampeada, pregada, parafusada, gravada, colada ou fixada de outra forma em qualquer lugar da área do corredor, incluindo paredes, portas, tijolos, teto, ilha de cozinha ou pisos. Sem decorações ou sinais externos.

- Os hóspedes que comparecerem a um evento no salão não poderão usar a área inferior do clube, como piscina, mesa de pingue-pongue, sauna e academia.

- Todas as leis locais, estaduais e federais devem ser obedecidas. Violações de quaisquer regras e/ou leis podem resultar no encerramento imediato da função. Aplicam-se as Regras e Regulamentos de Shadowbrook datados de 15 de maio de 2017.

- Em respeito às unidades vizinhas, a montagem só poderá ser iniciada a partir das 9h00, podendo ser reproduzidos níveis de música moderados durante as funções, cujo nível deverá ser monitorado.

- A sala de eventos poderá ser alugada por no máximo 6 horas; o tempo de configuração não é considerado parte deste tempo. Todas as funções deverão terminar até às 21h45; o quarto deve ser limpo e trancado até às 22h00.

- A piscina pode ser usada para uma função **SOMENTE FORA DO HORÁRIO**, quando a piscina não estiver aberta regularmente, desde que um salva-vidas Shadowbrook possa cobrir sua festa. Se a função da piscina continuar após a abertura oficial da piscina, a festa deverá ser transferida para a sala de eventos no andar de cima (custo adicional para o salão) e os hóspedes não poderão mais entrar na piscina. Apenas 22 banhistas podem estar na piscina ao mesmo tempo. Todas as regras da piscina devem ser cumpridas, incluindo a "Regra de proibição de salto e corrida". Não são permitidos alimentos e qualquer tipo de recipientes de vidro na área da piscina.

Assinatura do proprietário da unidade OU locatários com aprovação dos proprietários _____
(imprimir nome)

Porta nº: _____, Unidade nº _____ Data: _____
(Shadowbrook/Kennedy)

CÓPIA DO REQUERENTE

Atenção todos os locatários de salas de eventos

A sala de eventos será inspecionada antes e depois de cada festa e serão tiradas fotos se necessário. A lista abaixo mostra as taxas que serão retidas do seu depósito caso o quarto não esteja em conformidade após a inspeção.

US\$ 25 mais danos à	<u>cadeira de reposição</u>
US\$ 50 mais danos à	<u>mesa de reposição</u>
Depósito total de \$ 100	<u>NÃO é permitido álcool - qualquer álcool encontrado será removido</u>
\$ 25 min	<u>Luzes quebradas</u>
US\$ 10 por Sacos de	<u>lixo não removidos - por favor, não use o barril na área da piscina para jogar na lixeira</u>
\$50 min	<u>Detritos, manchas ou danos no chão</u>
\$ 50 min	<u>Mesas e cadeiras não limpas</u>
US\$ 50 min	<u>Uso de grampos, pregos, parafusos, fita adesiva, barbante, cola etc.</u>
US\$ 50 min	<u>Cozinha, micro-ondas e geladeira não limpos ou danificados</u>
\$ 50 min	<u>Banheiro/ masculino ou feminino não limpo ou danificado</u>
\$ 50 min	<u>Deris na escada/entrada do clube</u>
US\$ 50	<u>por carro SEM estacionamento no gramado ou meio-fio</u>
\$ 25 Sem	<u>decorações ou placas externas</u>
\$ 50	<u>Lixo deixado no estacionamento do clube</u>
\$ 50	<u>Não limpo e retirado até as 22h</u>
US\$ 100	<u>Para a equipe sair e reiniciar o disjuntor devido a sobrecarga ou quaisquer outros problemas que possam ocorrer durante o aluguel (a segurança poderá ajudar depois das 17h)</u>

Mão de obra e despesas gerais para reparar danos extensos na área comum serão cobrados na conta dos proprietários da unidade de acordo com as Regras e Regulamentos de Shadowbrook datados de 15 de maio de 2017.

1, _____ recebeu uma cópia deste formulário e seguirá estas regras
(Nome impresso) ou correrá o risco de perder
todo ou parte do meu depósito ou incorrerá em taxas
adicionais.

Porta n°: _____, Unidade n° _____ Data: _____
(Shadowbrook/Kennedy)

CÓPIA DO REQUERENTE

