

MEMORIAL RECEPTION AT THE SHORES

Use of Clubhouse Ballroom for Memorial Services

The Clubhouse Ballroom may be used, free of charge, for a bereavement gathering or other memorial service when the eligibility requirements below are met.

Eligibility

The memorial service must honor one of the following:

1. A bona fide owner/resident of The Shores at Berkshire Lakes MHOA, including a Single Family Home or Villa owner/resident, or a Preserve Condo owner/resident;
2. A registered six-month tenant of The Shores at Berkshire Lakes MHOA or The Preserve; or
3. An immediate family member of a qualifying Single Family, Villa, or Preserve Condo owner/resident, or registered six-month tenant.

Immediate family is limited to a grandparent, parent, sibling, spouse, or child. If the deceased was not a qualifying Shores or Preserve owner/resident or registered six-month tenant, the memorial must be sponsored by the qualifying owner/resident or registered six-month tenant who is the immediate family member of the deceased.

The following provisions apply:

1. The Shores/Preserve account associated with the deceased or sponsoring owner/resident must be current.
2. All current Shores and Preserve residents are welcome to attend and pay their respects.
3. The Clubhouse Ballroom may not be used for a formal wake or funeral service.
4. The Social Committee will coordinate with the Board of Directors for approval of memorial services.
5. Use of the Clubhouse Ballroom is subject to availability; existing Social Committee events or activities take precedence.
6. A Memorial Service Request Form must be submitted to MAY Management, reviewed by the Social Committee, and approved by the Board. Once approved, a refundable check for \$250 is required to cover potential damages and ensure proper cleanup.
7. The sponsoring qualifying owner/resident or registered six-month tenant must be present for the full duration of the memorial function.
8. A member of the Social Committee or Board of Directors must also be present for the full duration of the event.
9. All standard clubhouse rules and procedures outlined in the Social Committee Guidelines apply.

IMPORTANT: Except for the qualifying immediate-family relationships identified above, the Clubhouse Ballroom may not be reserved for memorial services honoring non-residents or for use by outside individuals or groups.

Usage and Eligibility

- Host/sponsor must be 21 years or older.
- No unsupervised children are permitted to use the clubhouse.
- Commercial use of the clubhouse is NOT allowed.
- Pool area, card room and billiard room MAY NOT be used for the function.
- Furniture may not be moved unless approved by the Social Committee.
- Furniture, including tables and chairs, may not be brought in without written approval from the Social Committee.
- Use of the TV/AV system must be supervised and approved by a Social Committee or Board member.
- Host/sponsor must provide tablecloths, decorations and serving ware if providing food and beverages.
- The kitchen may be used for setup and preparation, but no food may be cooked on the premises. Host/sponsor must provide trays and sternos if serving hot food.

Initials: _____

MEMORIAL RECEPTION AT THE SHORES

Maximum Capacity

The clubhouse can comfortably hold a maximum of 96 people for a buffet-style event and a maximum of 80 guests for a sit-down event. Events larger than 96 are allowed only with written approval and special permission from the Social Committee and Board of Directors.

Cleaning and Check-Out Procedures

Anyone using the clubhouse for any function must clean the facility thoroughly. At the end of the event, the host/sponsor must:

- Wipe down all surfaces.
- Ensure bathroom is clean and wiped down.
- Place all furniture and decor back in their original location.
- Clean event items out of the refrigerator.
- Wipe down appliances, countertops and sink in the kitchen.
- Clean dishes or utensils and run dishwasher if needed.
- Empty trash and place it in the dumpster outside the kitchen door.
- Check that the front door is locked when leaving.

Facilities Rules

- No smoking is permitted inside the building.
- No pets are permitted inside the building.
- No decorations may be used that will damage painted surfaces.
- All shared spaces will remain accessible and usable by all residents during the event.

Permitted Event Hours, Parking, and Noise Levels

There are many homes adjacent to the clubhouse. Please be respectful of the following:

- Guests must leave and the Clubhouse Ballroom must be locked by 10:00 p.m.
- A gate code will be provided for the day of the event ONLY.
- Parking for non-residents is limited to 18 spaces on the west side of the clubhouse parking lot.
- Please do not loiter in the parking lot. When the event is over, please leave the premises.
- Events are booked for 3 hours unless otherwise agreed to in writing.

Initials: _____

MEMORIAL RECEPTION AT THE SHORES

Agreement and Responsibility

I, the undersigned, agree to indemnify and hold harmless The Shores at Berkshire Lakes Homeowners Association, its Board of Directors, employees, contractors and management company against claims arising from the resident's use of the premises or activities permitted in or about the premises, to the extent provided by the applicable agreement and law. I have read and understand the Clubhouse rules and agree to follow these policies and any written or verbal instructions from the Board or management. The information provided on this form is accurate to the best of my knowledge, and I understand that changes may not be made without permission from the Board of Directors.

Initials: _____

Vendors/Caterers

If vendors are used for the event, such as caterers, entertainers or DJs, the host/sponsor must provide the Association with a Certificate of Insurance and Liability in the amount of \$1,000,000 or greater and all required occupational and/or professional licenses at the time of application.

Any damage resulting from a breach of this Agreement by the Member may be treated as an assessment against the Member's property, subject to the Association's governing documents and applicable law.

Initials: _____

MEMORIAL SERVICE REQUEST FORM

Deceased Information

Name of Deceased: _____

Address of Deceased: _____

City/State/ZIP: _____

Was the deceased a qualifying owner/resident or registered six-month tenant? ☐ Yes ☐ No

If yes, Community: ☐ Single Family ☐ Villa ☐ Preserve Condo

Shores/Preserve Address: _____

Host / Sponsor Information

Printed Name of Host/Sponsor: _____

Host/Sponsor Shores/Preserve Address: _____

Community: ☐ Single Family ☐ Villa ☐ Preserve Condo

City/State/ZIP: _____

Telephone: _____ Email: _____

Relationship of Host/Sponsor to Deceased:

☐ Spouse ☐ Parent ☐ Child ☐ Sibling ☐ Grandparent

☐ Deceased was the qualifying owner/resident or registered six-month tenant

Memorial Service Information

Today's Date: _____ Memorial Date: _____

Time: _____ A.M./P.M. to _____ A.M./P.M. (Maximum 3 hours unless otherwise approved.)

Estimated Number of Attendees: _____

I certify that the information provided above is accurate and that I have read, understand, and agree to comply with the Memorial Reception at The Shores rules and requirements.

Host/Sponsor Signature: _____

Print Name: _____

Date: _____

Board Approval

☐ Approved ☐ Not Approved

Board of Director's Signature: _____

Print Name: _____

Date: _____

Once approved, a refundable check for \$250 is required to cover potential damages and ensure proper cleanup.

Initials: _____