MEMORIAL RECEPTION AT THE SHORES

Use of Clubhouse Ballroom for Memorial Services

The **Clubhouse Ballroom ONLY** may be used, free of charge, for a bereavement gathering, or other memorial service honoring a bona fide resident bona fide resident (i.e., Villa, Single Family, or Preserves owner or a registered 6-month tenant) of The Shores MHOA or a member of their immediate family. Immediate family is defined as grandparents, parents, siblings, spouse, and children. The following provisions apply:

1. The Shores resident account of the deceased or immediate family must be current.
2. All current Shores residents are welcome to attend and pay their respects.
3. The clubhouse 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 such memorial services.
5. Use of the clubhouse 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. **A refundable check for $250 is also required to cover potential damages and ensure proper cleanup**.
7. A Shores resident or immediate family member 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.
   Note: Other than immediate family as defined above, the clubhouse may not be reserved or used by non-resident individuals or outside groups. All memorial services must be sponsored and attended by the Shores resident or an immediate family member **and** a representative of the Social Committee or Board of Directors.

Usage and Eligibility

- Host 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 function.
- You may NOT move any furniture unless approved by Social Committee.
- You may NOT bring your own furniture, including tables, chairs, etc without written approval from the Social Committee.
- Use of TV/AV System must be supervised and approved by Social Committee or Board member.
- Host will need to provide their own table cloths, decorations and serving ware if providing food and beverages.
- Kitchen may be used for set up and prep, but no food may be cooked on premises. Host will need to bring their own trays and sternos if serving hot food.

Initials: _____

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 only allowed with written approval and require special permission from the Social Committee and Board of Directors.

Cleaning and Check-Out Procedures

Anyone using the clubhouse for any function will clean the facility thoroughly. At the end of the event, the renter must:

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

Facilities Rules

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

Permitted Event Hours, Parking, and Noise Levels

There are many homes adjacent to the clubhouse, please be respectful of this:

- Guests should leave and lock the clubhouse ballroom by 10:00 p.m.
- Gate code must be provided for the day of event ONLY.
- Parking for non-residents is limited to 18 spots on the west side of 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.

Initials: _____

I, the undersigned, agree to indemnify and hold harmless the Shores of Berkshire Lakes Homeowners Association and Board of Directors, and any employee or contractor of the Shores and/or their management company, against and all claims by or on behalf of any person or legal entity arising from resident's use of the premises or from any activity permitted by the resident in or about the premises, and will further indemnify and hold harmless the Shore of Berkshire Lakes Homeowners Association and Board of Directors, and any employee or contractor of the Shores of Berkshire Lakes and/or their management, against performances or any agreements of the resident's parts or arising from any act of negligence of the resident, or any of the residents party, and from and against the cost, attorney's fees, expenses and liabilities incurred in or about any claim or proceeding brought thereon. I, the undersigned, have read and fully understand the Room Rental policies of the Shores of Berkshire Lakes Clubhouse. I agree to follow those policies as well as any written or verbal instruction from the Shores directors or management. The information I have given on this form is accurate to the best of my knowledge and I understand that no changes may be made without permission from the Shores of Berkshire Lakes Board of Directors.

Initials _____

Vendors/Caterers

Member, if using vendors for the event, such as caterers, entertainers, DJ's, etc., 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 occupational or professional licenses, at the time of application.

Any damage because of breach of the Agreement by the Member, shall be treated as an assessment against the Member's property for which the Association may exercise its lien authority.

Initials _____

Initials: _____

MEMORIAL RECEPTION AT THE SHORES

Today's Date: _____

Rental Date: _____

Time: _____ **A.M./P.M. to** _____**A.M./P.M (limit 3 hours).**

Resident/Family Member Signature: _____

Date: _____

Board of Director's Signature: _____

Date: _____

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

Initials: _____