

GATEHOUSE USAGE POLICY

1. The gatehouse shall be available only for private parties or meetings of non-commercial or non-political organizations. It shall be reserved for the exclusive use of Lakes residents and their immediate families. The resident reserving the gatehouse facilities for a party or meeting **MUST** be present throughout the event. Primary usage of the gatehouse is reserved for Lakes Homeowners Association and Ladies Club events. The secondary use is by residents for their private social parties and functions. At no time will the gatehouse be used for public meetings.
2. Due to the size of the gatehouse and its proximity to resident property, the maximum number of people permitted to attend any one party or meeting shall be limited to 100, the sole exception to this rule being the annual homeowners meeting or any special meeting of homeowners.
3. A waiver releasing the Lakes Homeowners Association from Liability for usage must be signed and accompanied by full deposits prior to use of the facility. First use is complimentary. Subsequent uses will require a \$100.00 non-refundable usage fee. Additionally, a \$100.00 refundable cleaning/damage deposit will be required. The usage fees will provide funding for utility costs and replenishment of consumable supplies such as soap, cleaners, paper products, etc. The cleaning deposit will be refunded when the key is returned, granted the facility is clean and damage has not occurred. If the resident wants to have the facility cleaned for them after the function, there will be a \$35.00 charge. These fees do not apply to Lakes Homeowners Association or Ladies Club functions.
4. All residents are permitted to use the gatehouse. Reservations will be made on a first come, first serve-basis, contact Candy Fitch, 626-7879. Any cancellations should be reported as far in advance as possible.
5. All guests of private functions are requested to park in the provided parking spaces. If necessary to park within the subdivision, cars must be parked on one side of the road only, to prevent blocking traffic to residents. It is the homeowner's responsibility to assure that no cars are parked on the grass of the gatehouse or on private property. The gates will not be opened for private parties.
6. No smoking is permitted in the gatehouse at any time. If guests smoke outside, please assure butts are placed in ashtrays, not tossed onto the lawn. The consumption of alcoholic beverages on the premises is permitted within reason. No controlled substances, weapons, firearms or fireworks are permitted at the gatehouse at any time.
7. The gatehouse must be chaperoned by an adult resident at all times during the usage of the facility by minors. For their safety, please assure all children are kept inside the gatehouse after dark. At no time will the serving of alcohol to minors be permitted.
8. The guidelines listed below are to be followed with each use of the gatehouse. All cleaning supplies, including broom, vacuum, trash can liners, etc. are provided.
 - A. Sweep/vacuum all areas of the gatehouse used (Clean kitchen and bathroom. Mop all spills for floors use water only on marble floors).
 - B. Clean microwave and stove if used
 - C. Take all food home. Do not leave anything in the refrigerator. Any drinks in the refrigerator when you arrive are the property of the Lakes Homeowners Association or the Ladies Club and should not be consumed.
 - D. Always use trash can liners in kitchen trash cans. Bag and place trash in large cans outside the gatehouse before leaving. Make sure outside cans are covered. Rinse kitchen trash cans if necessary.
 - E. Turn off air-conditioning or heat. There are 2 thermostats, one by the door facing Longvue Drive and the other by the restroom door.
 - F. Turn off all lights.

- G. Close all inside doors. This is necessary to set the alarm.
- H. Lock all outside doors. Please double check the 2 doors without dead bolts.
- I. Set alarm. The code is 1920 "enter". You will have 15 seconds to exit through the office door after setting the code.

I have read and understand the rules and regulations for use of the Lakes of Mandeville Gatehouse. I am a current resident of the Lakes and take full responsibility for ensuring the rules are followed during my usage. I release the Lakes Homeowners Association of all liability for damage or injury occurring during my usage. I agree to hold the Lakes Homeowners free and harmless against any claims, demands or suits and further agree to defend and indemnify the Lakes Homeowners Association against any and all claims, demands or suits made or filed by anyone on account of my usage of said gatehouse, or the consequences thereof. If I do not abide by the conditions of this agreement, I must reimburse the Lakes Homeowners' Association for all court costs and attorney fees incurred by the Lakes Homeowners Association to enforce this agreement and my gatehouse privileges may be suspended.

Signature of Resident

Date

Address of Resident

Telephone Number