



AMENITY CENTER

Rules and Procedures

A key is not needed for access to the amenity center – a code will be generated and issued by the POA once your event is booked. This code will allow access for a pre-determined period of time and will expire once the event concludes.

1. The Taylor Plantation Amenity Center and outside patio/grilling area is open for the use and enjoyment of the Taylor Plantation property owners (or his/her spouse) and their accompanied guests.
2. The facility may only be reserved for private events unless the event is sponsored by the Taylor Plantation Property Owners Association (TPPOA) Board of Directors.
3. The Amenity Center shall not be used for any commercial business purpose. This includes any for-profit business meetings, craft fairs, direct sales, etc. unless sponsored by the TPPOA.
4. Availability of the facility for private use will be controlled by the TPPOA Board of Directors.
5. TPPOA sponsored events will have priority over private events.
6. All events must be scheduled through FirstService Residential by calling 843-795-8484 or emailing taylor.sc@fsresidential.com. Reservations will be taken on a first come/first served basis.
7. The property owner (or his/her spouse) reserving the facility must be in attendance at their scheduled event and will be responsible for the conduct and liability of their guests.
8. No one under the age of 21 may reserve the facility.
9. The homeowner who reserves the Amenity Center for a function will be required to sign this form claiming all responsibilities for Amenity Center at the time of their reservation. Any damage that is caused or if the facility is not cleaned after the event may result in a special assessment against the homeowner depending on the severity of the damages.

10. Only property owners who are in good standing with the TPPOA will be allowed to reserve the Amenity Center facility. Property owners with past due balances or those in violation of the covenants will not be allowed to reserve the Amenity Center.

11. All furniture and fixtures are to remain inside of the Amenity Center building with the exception of the folding chairs and tables and must be returned to their original position at the conclusion of the event. Folding chairs and tables are to remain on the premises at all times.

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13. All events must conclude and the facility must be cleaned, lights turned off, and the building vacated and locked no later than 10:00 P.M. unless previously approved.

14. Events organized primarily for minors MUST be supervised by responsible adults at all times and in all areas of the facility and grounds.

15. Neither FirstService Residential nor the TPPOA assume any liability for personal injury for of property owners or their guests using the facility.

16. If alcohol is to be served at a private event, the owner must provide to FirstService Residential proof of applicable coverage from their insurance company prior to the event. The proof of applicable coverage must show Taylor Plantation Property Owners' Association, Inc. as additional insured for the event date.

17. TPPOA and FirstService Residential reserves the right to refuse use of the facility for any event whose size is likely to strain the facilities or constitute a hazard in the event of fire or other emergency.

18. Facility usage must comply with all City of North Charleston, County of Dorchester, State of South Carolina and all other applicable laws and rules. As a reminder, South Carolina prohibits serving/distributing alcohol to minors under the age of 21.

19. SMOKING IS NOT PERMITTED INSIDE THE TAYLOR PLANTATION AMENITY CENTER AT ANY TIME. Smokers outside the building are required to dispose of their cigarette butts properly.

20. By order of the Fire Marshall, no grilling, grease cooking, or deep frying will be allowed in the Amenity Center or in or near any pine straw or mulch areas.

21. No pets are permitted inside the Amenity Center at time.

22. No fireworks of any kind are permitted at or near the facility at any time.

23. Renters of homes in Taylor Plantation may book the facility, but the property owner must co-sign the application. Owner assumes full responsibility for the event including the conduct of their tenant and all guests and any damages that may occur.

24. Facility users and their guests agree to respect the right of “quiet enjoyment” for the residents living adjacent to the Amenity Center.

25. Decorations are not to be taped, pinned, nailed, stapled, glued, or otherwise affixed to the walls, ceilings, or any part of the interior or exterior of the clubhouse in any manner which will cause damage or cosmetically affect the walls, ceilings, or any part of the interior or exterior.

26. The Amenity Center is one of the TPPOA’s greatest assets. We do not have daily janitorial service, so it is imperative that each property owner leaves the facility in excellent condition for the next user. The following are required as part of your agreement to use the facility:

- a. Remove all decorations at the end of your event
- b. Wipe down all countertops
- c. Clean out refrigerator and freezer
- d. Vacuum all carpeting (vacuum is in the storage closet)
- e. Door glass should be wiped free of fingerprints and smudges
- f. Double check all bathroom conditions
- g. Return all furniture to proper locations
- h. Clean up any trash from the outside areas of the Amenity Center, playground, and parking lot
- i. Remove all trash from the premises. We do not have trash pickup at the Amenity Center so you need to take all trash with you at the end of your event.
- j. Return the thermostat to 78 in the summer and 68 in the winter.
- k. Ensure that the doors to the patio are locked, that the door to the outside bathroom is unlocked to the outside and that the interior door is locked, and that the main entrance door locked on both the handset and the deadbolt.

27. Property owners who do not abide by these rules may be subject to restriction on further use of these facilities at the sole discretion of the Taylor Plantation Property Owners’ Association, Inc. Board of Directors for a period of 60 days.

****Mail applications to: Taylor Plantation POA****
201 Sigma Drive
Ste 350
Summerville, SC 29486

Name of Responsible Person(s): _____ Apx. # Guests: _____

Address: _____

Phone Number: _____ E-mail: _____

Date of Rental: _____ For the Hours of: _____ am/pm to _____ am/pm

For the Purpose of: _____

(Type of Activity)

Signature of Responsible Party(ies) _____

I have read and understand all of the above rules for reserving the Taylor Plantation Amenity Center. I understand that I take full responsibility of this facility while it is in my care and that any damages, loss of keys or lack of cleanliness can be charged against my homeowners account whatever the cost may be. Taylor Plantation and its subsidiaries will not be held liable for any injury that may result during my use of the Amenity Center at Taylor Plantation.

Signature

Date

FOR OFFICE USE ONLY

PARTY BOOKED ON CALENDAR: _____

FEE TO BE CHARGED: \$ _____ (NON-REFUNDABLE)

SECURITY DEPOSIT RECEIVED: \$ _____ (REFUNDABLE)

CHECK(S) RECEIVED:

#: _____ AMOUNT: _____

ARRANGEMENT FOR KEY TO FACILITY: _____

POST PARTY INSPECTION BY: _____

DATE/TIME: _____