

Sea Pines Clubhouse Reservation Form
Clubhouse Coordinator: Marcia Nugent 978-857-8349 (c);
clubhouse@seapinesbrewster.com
Clubhouse Chairperson: BA Harris 617-966-6829 (c)

Date Requested: _____ **Time Requested:** _____

Event Description: _____ **# of Guests:** _____

Unit Owner: _____

Unit Address: _____

Cell Phone of Owner on Premises: _____

- A deposit of \$250 is required at time of reservation accompanied by signed form.
- Checks should be made out to Sea Pines Homeowners Association.
- No smoking is permitted anywhere inside the clubhouse.
- Maximum number of occupants is 49 persons by order of the Brewster Fire Department.
- All clubhouse rules (see reverse side) must be reviewed prior to use.

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- I have reviewed all of the Sea Pines Clubhouse rules and understand that I am responsible for enforcing them during the use of the building. I understand that should damages occur I am responsible for reparation beyond my \$250 deposit if warranted.
 - I understand that I am fully responsible and liable for any issues caused by the use of alcohol at this function.

Owner **Date**

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I have verified that the Clubhouse remains in good order and deposit has been returned to owner.

Clubhouse Committee Member/Coordinator **Date**

Owner in Receipt of Deposit **Date**

Sea Pines Clubhouse Rules

1. General
 - a. Brewster Fire Department has limited occupancy of the clubhouse to 49 people, and the occupancy of the clubhouse common room is limited to 40 people.
 - b. Clubhouse furniture is not to be removed from the clubhouse at any time.
 - c. Clubhouse keys are not to be loaned or given to non-residents.
 - d. The clubhouse must be vacated and closed by 11:00 pm.
 - e. Smoking is not permitted anywhere in the clubhouse.
 - f. Alcoholic beverages are not to be left unsupervised anywhere in the clubhouse at any time.
 - g. Children are welcome in the clubhouse with appropriate adult supervision. An adult is defined as a person 18 years or older.
 - h. Proper attire (shirts and shoes) must be worn inside the clubhouse. Wet bathing suits are not allowed beyond the restrooms.
 - i. Pool users should access the restrooms through the outside doorways and not through the common room.
 - j. The clubhouse is not to be used for meetings of any outside organization, nor are business or commercial meetings allowed in the clubhouse.
2. Reservation of the Clubhouse Common Room
 - a. Only Unit Owners may reserve the use of the clubhouse common room for private social functions, subject to the approval of the clubhouse coordinator acting as a representative of the FMB. No family members, tenants, guests, friends, or invitees are allowed to directly reserve the use of the clubhouse.
 - b. Clubhouse common room reservations are made on a first-come first-served basis.
 - c. Reservations for use of the common room must be made in advance using seapinestennis.skedda.com. A link to register for the online signup system may be requested from skedda@seapinesbrewster.com by Unit Owners. Click on "Common Room" which is the last column on the right.
 - d. After scheduling your time slot, print out, fill in, and submit the Clubhouse Common Room Reservation form to the Clubhouse Coordinator, along with your security deposit of \$250. [[Email Clubhouse Coordinator](#)]
 - e. The Clubhouse Coordinator will post the date, hours reserved, and Unit Owner's name and address on the calendar on the clubhouse bulletin board for all approved clubhouse reservation requests.
 - f. The Unit Owner reserving the clubhouse common room is to be present at all times during the function. Sufficient and appropriate adult supervision must be provided if the function is to include any non-adults.
 - g. Unit Owners assume ALL responsibility and liability for issues caused by the use of alcohol at their function.
 - h. The Unit Owner who reserves the clubhouse is responsible for complete cleanup of all clubhouse areas used by the morning after the event, including the kitchen and rest rooms. The security deposit will be returned after the Clubhouse Coordinator has determined that no additional cleaning is required, and the original request form has been signed by the Clubhouse Coordinator or member of the Clubhouse Committee indicating that inspection of the facilities has taken place. If additional cleanup is required, the cost will be deducted from the security deposit. If cleaning or repairs are in excess of the \$250 deposit, the Unit Owner will be billed.
 - i. Reserving the clubhouse common room for functions does not include the fireplace area, fitness center, or exclusive use of the swimming pool or pool area.
 - j. At the end of the function, the Unit Owner is responsible for ensuring that the heat or A/C has been lowered (if applicable), the lights are off, and the doors and windows are locked.
 - k. Live or recorded music is allowed and should be played inside the clubhouse only, using equipment provided by the owner. No radios, loudspeakers or other amplifying equipment may be placed outside the clubhouse.

Questions should be directed to the [Clubhouse Committee Chair](#).