



## **FOREST HOME OWNERS ASSOCIATION CLUB HOUSE RULES & RENTAL AGREEMENT**

### **GENERAL**

1. The use of the Forest Recreation Center is extended to each property owner and their overnight guests provided the owner is current in their dues owed to the Association and has signed the Association's Use and Indemnification Agreement. Persons using the Forest Recreation Center do so at their own risk.
2. The property owner must accompany all guests under the age of 18 using either the Clubhouse or the pool.
3. Costs to repair damages to the facilities caused by an owner or guest will be charged to the responsible property owner.
4. Except at private functions, no alcoholic beverages will be permitted on the premises
5. No smoking is allowed in the clubhouse or on the pool patio.
6. No pets are allowed in the clubhouse or on the facility grounds.
7. No grills or fryers of any type are allowed in the common areas, except for a community function and authorized by the Board of Directors.
8. The pool will be available from Memorial Day weekend until the first week after Labor Day. The Clubhouse is available all year long. The board reserves the right to close the clubhouse at any time for maintenance or energy savings.
9. Person(s) wearing wet bathing suits should not enter the carpeted area of the clubhouse
10. Throwing of rocks or wading into the retention ponds is prohibited.
11. Violators of these rules may be asked to leave the facility or Club House and privileges may be suspended or revoked. In addition, at the discretion of the Board of Directors, a \$50 penalty may be enforced for any violation of the Recreation Center Rules.

## **PRIVATE FUNCTIONS**

A property owner may reserve the facility for private functions of 50 or less occupants by contacting the Forest Property Manager at (207) 289-2145 or by sending an email to [info@propertymanagementservicesmaine.com](mailto:info@propertymanagementservicesmaine.com)

**FOR GROUPS OF 10 OR MORE INDIVIDUALS, THE CLUBHOUSE MUST BE RESERVED.**

1. The reservation request must be made at least 30 days in advance of the event. The owner must submit a \$200 damage/clean-up deposit with the request in the form of a check payable to the FHOA and a **\$35** non-refundable rental fee also payable to the FHOA. The rental fee is to offset somewhat the cost of ongoing maintenance for the Clubhouse which is required more often due to large group functions where refreshments may be served. Rental requests for a charitable event must pay the same fees as it up to the requesting owner to make the charitable donation, not the association.
2. All holidays are reserved on a first come, first served basis and may be reserved no more than 3 months in advance. To give everyone an equal opportunity, we reserve the right to refuse rental of the same holiday to the same member in consecutive years. The facility may be reserved only one day per weekend. The pool area and bathrooms may not be reserved but must remain accessible to all owners even if the Clubhouse is reserved.
3. At the conclusion of the private function, the owner will restore the facility to its pre-function condition, cleaning the social room and its tables, kitchen, (including refrigerator, stove and sink) and bathrooms. **ABSOLUTELY NO ITEMS MAY BE LEFT IN THE REFRIGERATOR.** All trash from the function shall be removed from the clubhouse. An owner who fails, in the opinion of any member of the Board of Directors of the Association or Property Manager or an employee thereof, to properly clean and restore the facility will be charged the cost of the cleaning with the monies deducted from the damage deposit and the owner will be billed for any additional costs to restore the facility.
4. The Management Company and/or the board reserve the right of refusal of any rental requests. The attached rental request form is to be completed, signed and sent to the Property Manager along with the required fees to reserve the clubhouse.

## **ACCESS**

1. The facilities may be used only during the hours 7:00 a.m. to 11:00 p.m.
2. If the property owner is the last person using the facility, he/she should ensure that the doors are locked, pool area and clubhouse lights extinguished, and the heat turned down to 55° or A/C turned to 80° before departing the Club house.
3. Each individual is responsible for the removal of their own materials and refuse.

4. Each property owner will receive a key (fob) to the Clubhouse after signing the Forest Use and Indemnification Agreement agreeing to comply with Recreation Center rules and indemnifying the Association from any claims arising out of the property owner's use of the facilities.

### **POOL RULES**

1. No glass, ceramic or other breakable containers are permitted in the pool area.
2. No one is permitted to swim alone; at least two persons must be present.
3. Only persons wearing bathing suits shall enter the pool. Cutoffs or dungarees are not permitted as bathing suits.
4. Babies must wear swim diapers to be permitted in the pool.
5. Bathers must shower before entering the pool area and after using tanning solutions.
6. No radios and/or other music equipment without personal earphones are permitted on the pool patio area.
7. Toys are allowed at the pool. However, if others are present, please refrain from ball throwing and other behavior that may disturb others.
8. Running, pushing and other reckless behavior in or around the pool is prohibited.
9. No person suffering a communicable disease shall enter the pool.
10. Use care when opening and closing the table umbrellas. **Please close umbrellas after use.**
11. No person shall touch any of the pool controls, including, but not limited to, the heater, filter, or pump without specific instructions from the Property Manager or a member of the Board of Directors.
12. When the pool has been closed for the season, no access will be permitted in the pool area.

### **PARKING AND DRIVING**

1. No parking is allowed on any grass and cars may only be parked in designated parking spaces.
2. The "overflow" parking lot is for members and guests who are actually using the pool and clubhouse.
3. There is no overnight parking in any parking lot, except for a 24-hour period if an owner is

having work done on their driveway or home to allow for contractor parking. Requests for special overnight parking should be made to Property Management Services of Maine..

4. The maximum speed limit is 15 mph on the streets owned by the Association. All traffic signs on the premises must be obeyed at all times.

5. If a car is in violation, at the discretion of the Property Manager or The Board of Directors, a notice with a monetary penalty may be issued and/or cars may be towed at the owner's expense.

6. Bicycle riders are to use the racks provided for parking bicycles.

### QUESTIONS

Please contact one of the following if you have any questions:

Property Management Services of Maine

(207) 289-2145

[info@propertymanagementservicesmaine.com](mailto:info@propertymanagementservicesmaine.com)

I/We: \_\_\_\_\_  
(Name)

Owner of: \_\_\_\_\_ Lot #: \_\_\_\_\_  
(Property Address)

...agree to the rules regarding use of The Forest's Home Owners Association Clubhouse for my/our function to be held on: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
(Date) (Start Time) (End Time)

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

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#### OFFICE USE ONLY

Deposit Received \_\_\_\_\_

Deposit Returned \_\_\_\_\_