



*Scotts Mill.com*



### Scotts Mill Recreation Center Clubhouse Rental Guidelines

The following rules have been established to ensure maximum enjoyment of the facility by all members of the Scotts Mill community. Rental arrangements and questions should be made through the Neighborhood Management Company:

Omega Association Management, Inc.  
1010 Buck Jones Road  
Raleigh, NC 27606  
(919) 461-0102

9:00 AM - 5:00 PM, Monday - Thursday  
8:00 am - 12:00 PM Friday

#### **Reservation Procedures**

1. The clubhouse may be rented solely by community members in good standing with the Scotts Mill HOA and The Green Recreation Members.
2. Reservation requests for private use of the clubhouse must be submitted to Omega Management prior to the requested date. Upon receipt of the rental fee and deposit, the date will be secured.  
**Note: Rental fees must be received 10 business days prior to the rental date or your reservation will be canceled.**
3. Member renting the clubhouse must be present for the entire event held during the rental period.
4. Renter must be at least 21 years of age.
5. Clubhouse rental does NOT include private use of the pool; meaning the pool will remain open to all residents during pool season.
6. Rental of the clubhouse is made on a first-come, first-serve basis.
7. Recurring events may be scheduled Monday through Thursday only.
8. There is one rental session per day: 9am-12am.
9. Access to the clubhouse will be provided to the renting HOA member by Omega Management on or before the date of the rental. The key must be returned to the lockbox at the completion of the rental.
10. The Board of Directors reserves the right to deny use of the clubhouse for any reason, including but not limited to delinquent payment of assessments and prior misuse of the facilities.
11. The clubhouse must be returned to its original condition upon completion of event.
12. Clubhouse cleaning is included in the rental fee. Please refer to the Cleaning Checklist to see what you will be responsible for cleaning. The renter must remove all personal items at the completion of the rental. All remaining items will be discarded.

Scotts Mill Board of Directors



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### **Charges and Liabilities**

1. The rental fee is \$75, per day, Monday through Thursday, and \$100 per day, Friday through Sunday. There is a \$100.00 deposit required for each rental.
2. Checks shall be made out to **Scotts Mill HOA** in the amount equal to the rental agreement and sent to Omega Management via US mail or hand delivered.  
**Note: Rental fees must be received 10 business days prior to rental date or your reservation will be canceled.**
3. The Board of Directors, at its discretion, may waive or reduce the normal fee for functions sponsored by Scotts Mill or conducted for the sole benefit of Scotts Mill residents.
4. In the event of damage to the clubhouse or surrounding grounds during a rented event session, the full cost of repair and/or replacement of clubhouse furnishings and/or grounds will be charged to the renter (whether damaged or missing as a result of event).
5. Fees are fully refundable if notice of cancellation is given at least 10 days prior to the scheduled rental. Cancellations made less than 10 days prior to event will result in forfeiture of the entire rental amount. This policy is in place to avoid last minute cancellations that prevent other residents from making reservations.

### **Rules of Use**

1. No unlawful activity is to be conducted in the clubhouse.
2. Commercial activity is permitted, but events open to the public or for which admission is charged is strictly prohibited.
3. Use of the pool during the swimming season is included with the clubhouse; however, clubhouse rental does not allow exclusive use of the pool. The pool will remain open to all residents. Clubhouse renters intending to use the pool during their event need to indicate such in the space provided on the reservation form. Clubhouse renters planning on pool usage are required to provide additional lifeguards during their session, and the lifeguards need to be contracted through the pool management company. Contact American Pool at (919) 878-3661 for additional information. Use the following ratio to schedule your guards:
  - Events up to 20 guests require one additional lifeguard.
  - Events in excess of 20 guests up to 50 guests require 2 additional lifeguards.
  - Events in excess of 50 guests require 3 additional lifeguards.
  - All arrangements for lifeguards must be made directly through the pool management company. All fees for additional lifeguards shall be paid directly to the pool management company.
4. No smoking is permitted inside the clubhouse.
5. No animals are permitted inside the clubhouse.
6. Town of Apex noise ordinances must be observed. Be considerate of homes near the clubhouse, particularly after 9:00 pm.
7. No stapling or taping of banners and/or streamers to walls.
8. The number of attendees to any event shall not exceed 100 persons. This number has been determined by state inspectors and is nonnegotiable.
9. Furniture must remain inside the clubhouse and not be removed.
10. Adequate adult supervision of minors is required at all times during a rental.
11. If there are any problems during the time the clubhouse is reserved please contact Omega Management.