

MYRTLE TRACE CONDOMINIUM ASSOCIATION, INC.
213 Southampton Drive
Venice, Florida 34293

POLICY - CLUBHOUSE RESERVATIONS

The Association Clubhouse may be reserved by unit owners or lessees for private and/or Myrtle Trace Social Events. The pool area is open to all unit owners and lessees and may not be reserved for any event. Any and all commercial activity is strictly prohibited.

1. Reservations will be received through the Property Management Company.
2. Reserving person's name, Myrtle Trace address, telephone number, community or private event, date and hours are required.
3. A reservation is complete only upon confirmation in writing from the Management Company via email, mail, or hand. The monthly calendar of events is posted on the Bulletin Board by the Clubhouse.
4. The Management Company will notify the Key Monitor of all private reservations, so that the Clubhouse Entry key can be signed out on the log and given to the reserving person.
5. The Clubhouse must be cleaned up after each event, including proper packaging and/or disposal of all trash and garbage.
6. The reserving person must be present at the event and is responsible for complying with the Fire Marshal's capacity postings in the main room and the lanai.
7. Paper and plastic supplies in the file room cabinets are for use only at community events.
8. Community events are those open to all homeowners, and posted on the bulletin boards.
9. Private Events are those by invitation only.