



Mariner's Point Community Clubhouse

301 Georgetown Road

Annapolis, MD 21403

www.marinerspoint.org

Date Selection and Use Instructions

The Mariner's Point Community Association's clubhouse is available for any property owner in Mariner's Point and Mariner's Landing (MPCA) for a personal party. Pricing varies by the number of guests, with details listed below. Non-owners may also use the clubhouse when sponsored by an MPCA property. The clubhouse is not available for any political, fundraiser, or business meetings. Smoking is not allowed and the use of illegal drugs is prohibited

To make a reserve a date and schedule your event, visit the Tidewater portal at tidewaterproperty.com or contact the Tidewater property manager, Felicia Shockley, at fshockley@tidewaterproperty.com or (443) 548-0191.

Clubhouse Use Pricing

Kids-Only Party (Monday-Thursday 10:00am to 5:00pm)	\$50.00
Owner or User Personal Party (less than 40 guests)	\$100.00
Property Owner or User Personal Party (40 or more guests)	\$250.00
Property Owner Sponsored Party (Any Event)	\$400.00

Non-owners may also use the clubhouse when sponsored by a property owner in either Mariner's Landing or Mariner's Point. For more information and to schedule a sponsored event email or call our property manager, Felicia Shockley (fshockley@tidewaterproperty.com, (443) 548-0191

To request your Use Date, all signature blocks of this agreement must be signed and returned with both your User Fee and Security Deposit checks within seven (7) days of the initial date request. Both checks are to be made payable to Mariner's Point, with the Use Date noted on each check. Mail the Use Agreement forms and checks to:

**Mariner's Point Community
c/o Tidewater Property Management
3600 Crondall Lane, Suite 100
Owings Mills, MD 21117**

A clubhouse door code will be provided to you from one of the members of the Board of Directors or Clubhouse Committee

If you have any questions or concerns regarding your use, please do not hesitate to contact Tidewater Property Management at (443) 548-0191.

User Agreement

This agreement between Mariner's Point Community Association and
(print member name),

member of the Association, establishes the conditions and requirements for use of the community clubhouse.

At the time this agreement is signed and returned to the Association, the member must send two (2) separate checks: 1.) A fee for each reserved date (see pricing chart), and 2.) A cleaning/security deposit of \$250.00 for the use of the clubhouse from 11:00 am on (print event date) to 10 am the following day.

Your security deposit check will be shredded, pending a satisfactory post user inspection if there are no additional fees associated with your use of the Clubhouse (Refer to Clubhouse Manual at the end of this document).

Anyone using or sponsoring clubhouse use must be a member in "good standing" of the Mariner's Point Community Association, which includes being current on Association dues and free of any violation. The signed pages and checks must be received within seven (7) business days of making your reservation. Your requested date will be cancelled if no documentation is received within the specified time.

If a member cancels their request at least thirty (30) days in advance, they will be refunded their entire User Fee. Cancellations made between seven (7) and thirty (30) days before the event will be entitled to a User Fee refund of \$50.00. Cancellations made seven (7) days or less will result in no refund of the User Fee.

The member assumes full responsibility and liability for any damage to the clubhouse or surrounding property from the result of actions of the member or their guests during the term of this agreement. Use of the clubhouse does not include use of the swimming pool, pool area, or locker rooms.

The member further agrees to clean the premises and restore all rooms and areas to a condition deemed satisfactory by a designated Association official or management agent of. MPCA will inspect the premises within twenty-four (24) hours. The attached basic check list will determine satisfactory conditions. The cost of any damage or incomplete cleaning will be deducted from the cleaning/security deposit. Any repairs not covered by the deposit will be billed to the member. MPCA reserves the right to fully collect the money for repairs of the community items, including the creation of a lien against the member's property.

Member Signature: _____

Date: _____

Agreement Questionnaire

If you are a documented renter in MPCA (Mariner's Point/Mariner's Landing), you must have the owner of the property you rent from or another sponsoring owner sign this questionnaire and the user agreement. We require a phone number and email for the actual user. This is to allow us to contact you.

Owner (member of MPCA or Sponsoring Owner):

Name: _____ (print)

Street Address: _____ (print)
(if sponsoring a renter of your property, give your non-resident address)

City, State, ZIP: _____

Phone Number: _____

Email Address: _____

If you are not an owner, please complete the following section:

Name: _____ (print)

City, State, ZIP: _____

Phone Number: _____

Email Address: _____

Date Requested: (first choice) _____

Type of Event: _____

Number of Guests: _____

Will you be the individual holding the event? YES NO

If no, please explain:

Will a donation or cover charge be collected at the door? YES NO

OWNER SIGNATURE: _____ Date: _____

Agreement - Alcoholic Beverages Addendum

I, _____(print), am using the

Mariner's Point Clubhouse on _____(Date).

I understand that I, _____, will not be allowed to serve or sell any alcoholic beverages on the premises of the clubhouse during the above-mentioned date if the following conditions are present:

- Requesting money by donation, contribution, or
- Door charge for any purpose.

I further understand that I will be responsible for any liability, if any, incurred by my guests for violating this addendum on the above referenced date.

Owner Signature: _____ Date:

Non-Owner Signature: _____ Date:
(if applicable)

Agent for MPCA: _____ Date:

Agreement - Sponsorship by Owner of Non-Owner

I, _____ Owner (print), am requesting the clubhouse for the use of a non-member of the Mariner's Point Community Association. Although the clubhouse is being used by my guests:

_____ Guest (print),

I understand that I (owner) am responsible for any damage, liability, cleaning or repair resulting from this use.

Guest/Tenant Addendum

I, _____, Guest/Tenant (print),
acknowledge the MPCA Owner noted below has sponsored my use of the
Mariner's Point Clubhouse for myself and my guests:

Member Name: _____

Member Signature: _____

Phone Number: _____

Email Address: _____

I acknowledge that I have the responsibility to maintain the clubhouse in a proper
fashion and to return it in a clean, orderly and timely condition. If any damage,
liability, cleaning or repair expenses arise from the use of the clubhouse by me
and/or my guests; I understand that I may be held criminally and civilly responsible.

Guest Name: _____

Signature: _____

Phone Number: _____

Email Address: _____

Association Cancellation Policy

The reservation may be cancelled at any time by the Property Owner (User) or the Board of Directors of Mariner's Point Community Association (MPCA) in the event of inclement weather or emergency situations that render the property uninhabitable or unsafe. Such situations may include, but are not limited to:

- Severe Weather Conditions: Snow, ice, flooding, and/or extreme weather events that pose a risk to the safety of guests.
- Loss of Essential Services: Prolonged outages of electricity, heating, water, or plumbing that significantly affects the safe use of the clubhouse.

In the event of a cancellation by MPCA under these circumstances, the user will be notified as soon as possible and will be provided with:

- A full refund of any payments made,
- Or the option to reschedule the reservation for a future available date.

Please note that MPCA is not liable for any additional costs, damages, or inconvenience resulting from such cancellations.

Checklist

Item	Status
Check Received	
Clubhouse Manual Reviewed	
User Agreements Signed	
Cleanup completed	
Deposit Check Shredded	

For questions, please contact: Mariner's Point Community Association Tidewater
Property Management 443-548-0191

CLUBHOUSE MANUAL

Welcome to Mariner's Point. The purpose of this manual is to provide Community Members and residents with a better understanding of the Clubhouse property and the pool, along with the information you need to reserve and utilize the Clubhouse for a special event.

For your convenience, there is a copy of this manual in the top right-hand drawer of the bar area in the Clubhouse.

Our Clubhouse

The Clubhouse mirrors the contemporary design of the homes in the community and features a great room with a large bar area, kitchenette, a small conference room and unisex bathroom. The areas are either fully carpeted or feature faux hard wood flooring.

The space is fully furnished with a banquet table and several sets of living room furniture in addition to tables and chairs that can be combined family-style or separated for individual groups for meals or games.

In keeping with the Mariner's Point and Landing Community theme, the vaulted ceiling in the great room is anchored by a lighthouse turret complete with working beacon. The space can accommodate small or large groups of up to 138 people and is the perfect space for personal family gatherings, bridal and baby showers, birthday celebrations, weddings, cookouts or any special, nonpolitical events.

Detailed instructions and the forms required to use the Clubhouse are at the community website www.marinerspoint.org

Clubhouse Grounds and Barbecue Pit

The outdoor grounds adjacent to the Clubhouse, which are included in the use fees, feature a wooden gazebo deck, picnic tables and brick barbecue pit. The wooded areas outside the deck can accommodate lawn games, including horseshoes, bocce ball or ladder golf.

Pool Access

Pool access is NOT included with this Clubhouse Use Agreement. Owners may obtain up to 20 guest passes by contacting our property manager, Felicia Shockley (fshockley@tidewaterproperty.com), (443) 548-0191. This may require hiring an additional lifeguard through our Pool Management Company as directed by Felicia.

Usage Period

The usage period associated with the use is generally from 11:00 AM the day of use until 10:00 AM the following day. This allows users time to set up and clean up after the event. There is flexibility in these guidelines as well as limiting times of access due to occasional back-to-back uses. Please discuss your specific needs with the MPCA property manager.

Clubhouse Rules

To ensure the interior is kept in good condition, the clubhouse walls will be very carefully inspected after your party. **Tacks, pins, nails, staples, tape or any other types of adhesives on the clubhouse walls are not permitted.** These items can cause damage to the paint and the walls. This includes placement of banners, signs, balloons, or all other decorations. Please use the 3M Command brand type of hooks. If any marks, blemishes, or holes from your party are detected on the walls after your party a deduction will be taken from your security deposit for repair and painting of the damaged area. If your deposit does not cover the cost of repair, additional charges may be lodged against your property.

Any balloons must be anchored with string, weights, paperclips, rubber bands, etc., to avoid floating to vaulted ceiling. They will be difficult to retrieve if they get loose and will activate the motion detectors of the burglar alarm.

All decorations, balloons, signs, etc. must be removed from the exterior Clubhouse decks, gazebo, parking lot, and signposts.

Double-check all exterior doors and windows to ensure that they are locked. If any vandalism is the result of a failure to comply with this request, or a result of failure to set the security alarm properly, you will be held liable for all damages and/or theft. Please set the thermostats appropriately and set the alarm before leaving;

Should you have any questions regarding the Clubhouse, please email or call Felicia Shockley (fshockley@tidewaterproperty.com), (443) 548-0191.

Cleaning Requirements

The user is responsible for cleaning all areas used (internal and external) and leaving the Clubhouse completely ready for the next user. The use does not include cleaning materials so please refer to Appendix A for a list of suggested cleaning supplies you should bring with you.

- All food must be removed from the refrigerator.
- Trash must be removed from the clubhouse and must be tightly secured in the outside trash containers. Any overflow trash that cannot be secured in the containers must be removed from the property.
- Tables and chairs must be thoroughly cleaned.
- All carpeted areas should be vacuumed prior to vacating the property. The hardwood floors should be swept and damp mopped. Vacuums, brooms, brushes, mops and buckets are in the closet by the bar. Please do not use cleaning fluids on the wooden furniture as it will strip the finish, use furniture polish only.

Procedure for Check In/Check Out

Check In: Near the date of your use an Association agent will visit the Clubhouse and grounds with a checklist to document any issues or pre-existing conditions.

The Association's agent will arrange with the user to provide a copy of that form, the code for the door and the alarm system instructions prior to the event. Refer to Appendix B.

The user is responsible for ensuring they can: a) enter the clubhouse and deactivate the alarm; b) verify the checklist is correct for the condition of the clubhouse.

Check Out: After the event the user is responsible for proper cleaning of the clubhouse and property according to the clubhouse rules as outlined above and Appendix D.

An Association agent will survey the Clubhouse property and look for any issues. The user will be contacted directly if there are any items that require their attention.

If the items noted by the Association's agent are not promptly addressed fees will be incurred per the Schedule that follows.

Schedule of Fees for Infractions of the Agreement:

➤ Failure to set alarm	\$50
➤ Failure to set thermostat (Appendix C)	\$50
➤ Failure to clean as outlined i.e. floors, countertops, furniture, bathroom, deck, conference room	\$100 and up to full deposit based on the amount/type of clean up needed
➤ Failure to clean carpet stains	\$50
➤ Missing or damaged equipment/supplies as outlined	Cost of replacement in kind and \$50 fee
➤ Failure to dispose of all trash in dumpsters	\$50 plus the cost of trash removal

Any infraction, including but not limited to damage to the walls, carpet, ceiling, deck, furniture (interior/exterior), outdoor grill, fireplace, window breakage, damage to blinds, and damage to appliances will result in non-return of deposit fees and other potential legal action based on the extent of damages.

APPENDIX A
Suggested List of Supplies (Supplied by user)

- All Purpose spray cleaner (kitchen, bar countertops, plastic tables and chairs)
- All Purpose floor cleaner to mop kitchen and bar floors (mop and bucket are in the closet)
- Trash liners (There are four 19-gallon trash cans, one 1-gallon trash can and two 33-gallon trash cans.)
- Sponges / scrub pads / towels for sink, oven, stove top
- Liquid dish soap for kitchen sink
- Dishwasher soap
- Bathroom Cleaner (sink, faucet, toilet bowl)
- Liquid hand soap (for bathroom)
- Hand towels for bathroom
- Paper towels
- Toilet tissue

Appendix B

Clubhouse Security Alarm Instructions

The Clubhouse is equipped with an alarm that is to be used when the clubhouse is not in use. If you hear a high-pitched beeping tone at any time, the alarm is set. Normally, you have approximately 45 seconds to either disarm the alarm after entering or to exit after arming. You will be provided with the door code, alarm code and instructions. There is a sign posted at the alarm pad with additional instructions and contact numbers in case of alarm problems.

ENTERING the Clubhouse:

- Upon entering the Clubhouse, listen for a high-pitched tone.
- If you hear the high-pitched tone, it means the alarm is armed and you need to turn it off. Proceed to Number 2 below. (If there is no high-pitched sound the alarm is already off and you do not need to take any action with the keypad.)
- Walk immediately to your left and you will see the bar area. To the left of the bar, on the wall by the coat closet you will see the alarm panel.
- You should see a RED LIGHT on the alarm panel, indicating it is armed.
- If the RED LIGHT is on: Press the code you were given on the alarm panel.
- If the RED LIGHT is off, and you do not hear a high-pitched tone the alarm is already off. (You do not need to take any action with the hpad).

EXITING the Clubhouse:

- Be completely ready to exit before pressing the code.
- Except for the front door, make sure all doors and windows are closed and locked. Close the front door but do not lock it before you set the alarm.
- The GREEN LIGHT on the alarm panel will flash until all movement has stopped in the clubhouse. When the GREEN LIGHT stays on steadily, press the code you were given into the alarm panel.

UH-OH! You accidentally set off the alarm

***** If the alarm accidentally goes off when entering or leaving, please refer to the instruction document provided to you by the MPCA agent handling your rental

3) NOTE: If the alarm is left on too long and the police are dispatched, you will be charged a \$50 fee to cover the police response. We are notified of dispatches and the community is billed.

Any questions? Call Felicia Shockley, Tidewater Property Management, at 443-548-0191.

Appendix C

Thermostat Settings

There are two thermostats in the Clubhouse. Thermostat one (1) is located near the rear door to the gazebo deck. This thermostat controls the main room of the clubhouse. Thermostat two (2) is located down the hallway outside the bathroom. This thermostat controls the kitchen, bathroom, conference room, and the entrance hall to the pool area.

These thermostats will need to be set for the temperature desired during the usage period. The standard setting should be reset after your usage period. The settings are posted on the wall near each thermostat.

Settings when the clubhouse is not being used:

Main Room Thermostat

May to September - set to 76 degrees cool

October to April - set to 65 degrees warm

Hall Thermostat

May to September - set to 76 degrees cool

October to April - set to 65 degrees warm

Appendix D

Cleaning & Clubhouse Inventory Checklist

MAIN ROOM

- Furniture in original position
- Floor vacuumed
- Tables and chairs clean
- TV remote in end table drawer
- Windows closed and locked
- Lights out
- Alarm Set

BAR AREA

- Top Left Drawer Clubhouse Manual
- Bar stools returned to bar area
- Portable Air Conditioner behind bar turned off
- Counter and sink clean
- Floor Clean
- Trashcan Empty and clean

CLOSET

- Mop and Bucket
- Vacuum cleaners (extra bags in white box on shelf)
- Two brooms, pan and brush
- Two fans
- Three table leaves (if not in table)
- Film Projector Screen

KITCHEN

- All food removed
- Counters and sink clean
- Floor clean
- Trashcan empty and clean
- Microwave empty and clean

- Refrigerator empty and clean
- Dishwasher empty and clean
- Stove / Oven empty and clean
- Kitchen Door left open and light off

CONFERENCE ROOM

- Door Left open
- Floor clean
- Table clean
- Windows and mirrors clean
- No Damage to Walls, Windows, etc.

HALLWAY

- Door left open
- Floor vacuumed

BATHROOM

- Toilet clean
- Sink clean
- Floor clean
- Trash Removed and trash pail cleaned
- Door left open, light and fan off
- No Damage to walls, shelves, etc.

DECK

- Deck Furniture placed on Deck
- Trash can empty and clean
- Grill Area clean, embers extinguished and removed

ADDITIONAL EQUIPMENT

- Two white folding tables (on request)
- One large cooler / One medium cooler (on request)

For questions, please contact: Mariner's Point Community Association, Tidewater Property Management 443-548-0191