



## **Mariner's Point Community Clubhouse**

301 Georgetown Road  
Annapolis, MD 21403

[www.marinerspoint.org](http://www.marinerspoint.org)

- **Clubhouse Rental**
- **Check In & Check Out Procedures**

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

***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. In addition, you'll find an additional Equipment List and a Deficiency List in the drawer as well.***

## **Our Clubhouse**

The Clubhouse mirrors the contemporary design of the homes in the community and features a great room with fireplace, large bar area, kitchenette, a small conference room and unisex bathroom. The areas are either fully carpeted or feature faux hardwood 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 and is the perfect space for family gatherings, bridal and baby showers, birthday celebrations, wedding, cook outs or any special, nonpolitical event.

Detailed instructions and the forms required to rent the Clubhouse are at the community website [www.marinerspoint.org](http://www.marinerspoint.org)

## **Clubhouse Grounds and Barbecue Pit**

The outdoor grounds adjacent to the Clubhouse, which are included in the rental fees, feature a wooden gazebo deck, picnic tables, brick barbecue pit, and a sand volley-ball court with net. (Bring your own ball.) 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 the Clubhouse rental; however, residents who currently have pool passes can make arrangements for up to ten one-day guest passes. The pool cannot be rented in its entirety and if additional guards are needed to accommodate guests from the rental party it will be the responsibility of the resident who is renting the Clubhouse to pay the extra guard fees. Refer to **Appendix A**

## Usage Period

The usage period associated with the rental is generally the 24-hour period from noon the day of rental to noon the following day. This allows renters time to set up and clean up after the event. There is flexibility in this guideline as well as limiting times of access due to occasional back to back rentals. Please discuss your specific needs with the MPCA property manager.

## Schedule of Fees for Clubhouse Usage:

The following fees will be incurred for these issues:

The clubhouse is available for property owners in Mariner's Point and Mariner's Landing for their use. Pricing varies based on the details listed below. A reservation can be made online through the Tidewater portal or by calling the property manager at (443) 548-0191 to schedule your event.

Non-owners may also rent the clubhouse when sponsored by a property owner in either Mariner's Landing or Mariner's Point. For more information and to schedule your event call the property manager at (443) 548-0191.

### Clubhouse Rental Pricing:

Personal Party (under 50 guests)	\$100	Owner or Renter
Personal Party (50 or more guests)	\$250.00	Owner or Renter
Kids Only Party Monday-Thursday	\$100	Owner or Renter
Sponsored Party	\$400	Non-Owner

The clubhouse is not available for any commercial or business meetings.

## **Clubhouse Rules - Refer to Appendix B**

### **Use of Fire Place**

**USE OF THE FIREPLACE IS NOT PERMITTED AT THIS TIME WHILE WE ARE IN THE PROCESS OF EVALUATING FIREPLACE REPAIR OPTIONS.**

### **Cleaning Requirements/Use of Vacuums**

The renter is responsible for cleaning up any areas used (internal and external) and leaving the Clubhouse completely ready for the next renter. The rental does not include cleaning materials so please refer to **Appendix C** for a list cleaning supplies you should bring with you .

All carpeted areas should be vacuumed prior to vacating the property. The hardwood floors should be swept and damp mopped. Vacuums, Brooms, Brushes, Mop and Bucket are located in the bar closet.

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 rental an Association agent will visit the Clubhouse and grounds with a checklist to document any issues or pre-existing conditions.

The Association agent will arrange with the renter to provide a copy of that form, the key and the alarm system instructions prior to the event. Refer to **Appendix D**

The renter 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 renter is responsible for proper cleaning of the clubhouse and property according to the clubhouse rules. The renter is then responsible for:

- Reviewing the Cleaning and Clubhouse Equipment List - **Appendix E**
- Making sure all doors and windows are locked
- Ensuring the alarm is set
- Returning the key to the Association agent.

An Association agent will survey the Clubhouse and look for any issues.

The renter will be contacted directly if there are any items that require their attention.

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

### **Schedule of Fees for Infractions of the Agreement:**

The following fees will be incurred for these issues:

<input type="checkbox"/> Loss of Key	\$50
<input type="checkbox"/> Failure to set alarm	\$100
<input type="checkbox"/> Failure to set thermostat <b>(Appendix F)</b>	\$50
<input type="checkbox"/> 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
<input type="checkbox"/> Failure to clean fireplace	n/a while repairs are in process
<input type="checkbox"/> Missing or damaged equipment/supplies as outlined	Cost of replacement in kind and \$50 fee
<input type="checkbox"/> Failure to dispose of all trash in dumpsters <b>(Appendix G)</b>	\$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 possible legal action based on the extent of damages.

## **Appendix A**

### **Pool Party Supplement**

Standard reservation of the clubhouse does not include the use of the pool. The pool is primarily reserved for the use of the community and the lifeguard(s) on duty are accountable for this. If you would like to include the use of the pool there may be an additional charges incurred. The use of the pool cannot be reserved in its entirety for a party. The pool must be shared with the community and the community members are the priority with respect to pool usage. The Property Manager should be contacted regarding the procedure on hiring of an additional guard for the duration of the party and the additional guests.

## **APPENDIX B Clubhouse Rules**

In order 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 adhesive 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 3M Command brand of hooks.

Any balloons must be anchored with string, weights, paperclips, rubber bands, etc., to avoid floating to vaulted ceiling. They will be difficult to retrieve from the vaulted ceiling if they get loose. It is very important to remove all balloons before leaving; otherwise, balloons, especially helium balloons, 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 signs and signposts.

The fireplace is not usable currently. Using it could cause a fire in the walls.

All rooms, tables, chairs must be cleaned. The floor must be vacuumed and/or mopped.

All food must be removed from the refrigerator. All trash must be removed from the clubhouse.

All trash 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.

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.

Check all exterior doors and windows a second time 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.

After your event, please return the Clubhouse key to the Association agent who delivered it to you. Should you have any questions regarding the Clubhouse, please call Johnner Reilly at 443-548-0191, ext 199.

Thank you very much for your cooperation in keeping the Clubhouse well maintained. We hope you enjoy using the Clubhouse for your party.

## APPENDIX C

### List of Supplies (Supplied by renter)

- [ ] All Purpose Spray Cleaner (kitchen, bar countertops, plastic tables and chairs)
- [ ] All Purpose floor cleaner to mop kitchen and bar floors (mop and bucket is in the closet)
- [ ] Trash liners (4 19 gal trash cans -- 1 1 gal trash -- 2 33 gal 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 your guests in the bathroom)
- [ ] Hand towel for your guests
- [ ] Paper towels
- [ ] Toilet tissue

### Appendix D 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 here 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 the alarm. You will be provided with the alarm code and instructions when you are given the key. There is a sign posted at the alarm pad with additional instructions and contact numbers in case of alarm problems.

#### ENTERING the Clubhouse

1. 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.)
2. 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.

3. 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 keypad).

**EXITING the Clubhouse**

1. Be completely ready to exit before pressing code.  
 Except for front door, make sure all doors and windows are closed and locked. Close the front door but do not lock it before you set alarm.
  
2. 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! If you accidentally set off the alarm, Call Pettibon Security Systems at 1-877-894-2964 immediately. Follow the directions received with the key!

Any questions? Call Johnner Reilly, CMCA, AMS, Tidewater Property Management, at 443-5480191, ext 199.

**Appendix E**

**Cleaning & Clubhouse Inventory**

<b><u>B</u></b>	<b><u>A</u></b>	<b><u>MAIN ROOM</u></b>	<b><u>B</u></b>	<b><u>A</u></b>	<b><u>BAR AREA</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	Furniture in appropriate position (See Exhibit I)	<input type="checkbox"/>	<input type="checkbox"/>	Top Left Drawer Manual, Check List and Deficiency List
<input type="checkbox"/>	<input type="checkbox"/>	Floor vacuumed	<input type="checkbox"/>	<input type="checkbox"/>	Bar stools returned to bar area
<input type="checkbox"/>	<input type="checkbox"/>	Tables and chairs clean	<input type="checkbox"/>	<input type="checkbox"/>	Air Conditioner behind bar turned off
<input type="checkbox"/>	<input type="checkbox"/>	No damage to walls (no tape or tacks), furniture, lights, etc.	<input type="checkbox"/>	<input type="checkbox"/>	Counter and Sink clean
<input type="checkbox"/>	<input type="checkbox"/>	Fireplace clean	<input type="checkbox"/>	<input type="checkbox"/>	Floor Clean
<input type="checkbox"/>	<input type="checkbox"/>	Thermostat set (per instructions)	<input type="checkbox"/>	<input type="checkbox"/>	Trashcan Empty

- Windows closed and locked
- Exterior Doors closed and locked
- Lights out
- Alarm Set (See Appendix E)

- No Damage to Walls, Cabinets, etc.

**B A CLOSET**

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

**B A CONFERENCE ROOM**

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

**B A HALLWAY**

- Door left open
- Floor vacuumed
- Thermostat off

**B A KITCHEN**

- All Food Removed
- Counters and Sink clean
- Floor clean
- White trashcan empty and clean
- Microwave empty and clean
- Refrigerator empty and clean
- Dishwasher empty and clean
- Stove / Oven empty and clean
- Door left open and light off
- No Damage to Walls, Cabinets, etc.

**B A DECK**

- Deck Furniture on Deck
- Trash can empty
- Grill Area clean, embers extinguished and removed
- Surrounding area clean of trash

**ADDITIONAL EQUIPMENT**

- Five chairs (on request)
- Two white folding tables (on request)
- One small folding table (on request)
- One large cooler / One medium cooler (on request)



## Appendix G

### Trash Handling

All trash must be deposited completely in the two rolling trash totes located in the **trash corral located at the far end of the parking lot**. Any trash which does not fit in these two trash totes must be removed from the location by the renter. During the pool season, there are three rolling trash totes.

**EXHIBIT A**



**Main Room Inside Door**



## Main Room Fireplace Center



## **Main Room Rear Area (doors to rear deck)**



**Main Room Side Area (behind Fireplace)**



**Bar Area / Closet (Front and Rear)**





## Conference Room



## Kitchen



## Bathroom



## Hallway