

BRUSHY MEADOWS CLUBHOUSE
PROCEDURE TO RESERVE AND RENT CLUBHOUSE

1. To reserve the Clubhouse call AMG (BM Property Management Company) at 967-3564 at least 2 weeks prior to the requested date. AMG's business hours are Monday-Thursday (9:00 a.m.-5:00 p.m.) Friday (9:00 a.m.- 2:00 p.m.).
2. Upon confirmation of requested date, two (2) copies of the forms will be mailed to you for your signature. The forms include Rental Agreement, Rules and Regulations for Clubhouse Rental and one copy of the Clubhouse Checklist.
3. Read all documents thoroughly in advance of your rental.
4. Return one (1) set of the signed Rental Agreement and Rules and Regulations and a check for the security deposit (\$300) plus applicable rental fee, at least seven (7) days prior to your rental date. The check will be deposited into the BMHOA bank account.
5. AMG will contact you 24-48 hours prior to your rental with the access code to open the lock box that holds the key to the Clubhouse. If you do not hear from AMG it is your responsibility to call their office at 967-3564. The lockbox is located to the right of the front doors of the Clubhouse. Turn the tumbler to the code and push the black lever on the left in a down position and pull forward to open for key access.
6. When your event is over and cleanup is complete, return the key to the lockbox, close the lock box, and turn the tumbler to numbers other than the access code. The Clubhouse will be inspected after the event and if no rules or contract violations your deposit will be refunded. If there are rules or contract violations a portion are all of your deposit will be retained.

Thank you for your cooperation.

In case of questions or emergency after office hours you can contact AMG on their pager: # 460-0057 (dial # then follow prompts).