

Sycamore Ridge Clubhouse Rental Procedures and Rules

Reservation Process

- Eligibility:
The clubhouse is available at no cost to Sycamore Ridge property owners with accounts in good standing for private events.
(No guest-only or third-party rentals permitted.)
- Reservation Method:
All reservations must be made online at www.sycamoreridge.net using a first-come, first-served request system:
 - Visit the Clubhouse Calendar page to check availability.
 - If available, complete the Clubhouse Reservation form to submit your request via the website (this form provides a time and date-stamped record).
 - Allow up to 72 hours for your event to be added to the calendar.
 - A confirmation email will be sent once your reservation is finalized.
- A signed consent form confirming you are a property owner and agree to abide by clubhouse and pool rules.
- Key Access:
 - You will receive a key code for the lockbox located beside the front door the day before your event.

Clubhouse Use Guidelines

- Amenities:
 - Kitchen (no cook-top stove)
 - Full-size refrigerator/freezer
 - Oven, microwave, dishwasher, and double sink

- Two (2) 8-foot folding tables and one (1) 6-foot folding table
- Forty (40) folding chairs
- Various sofas, chairs, tables, and lamps
- Floor cleaner, cleaning supplies, and trash bags
- Pool Access:
 - The pool area may be used by your guests but remains open to all property owners.
(Pool reservations are not permitted.)
- Decorating:
 - You may decorate the night before your event only if the clubhouse is not reserved.
 - Otherwise, all decorating must be done the day of your event.
 - Important:
 - Do NOT use any tape, adhesives, or fasteners on walls, doors, ceilings, or floors.
- Cleaning Responsibilities:
 - Clean the clubhouse and restrooms to the same or better condition as when you arrived.
 - Return all folding tables and chairs, sofas, and other furniture to their original positions.
 - Properly dispose of all trash immediately after your event.
 - Use the provided cleaning checklist to ensure all tasks are completed.
 - Following inspection, your account will be cleared if no damage or additional cleaning is needed.

Clubhouse Rules and Regulations

These rules are intended to maintain a safe and pleasant environment for all property owners and guests.
Failure to comply may result in the suspension of clubhouse use privileges.

- General Rules:
 - Use of the clubhouse and pool areas is at your own risk.
 - The Sycamore Ridge Association of Owners, Inc. is not responsible for injuries, loss of property, or deaths.
 - Only property owners can reserve the clubhouse, and must accompany guests at all times (from setup through cleanup).
 - Maximum occupancy is 99 guests (per Fire Marshall regulations and insurance policies).
- Hours of Operation:
 - Open daily from 9:00 AM to 11:00 PM.
 - After your event:
 - Clean the clubhouse.
 - Lock inside and outside restrooms.
 - Turn off all lights.
 - Lock all exit doors.
 - Ensure pool gates are secured and umbrellas are closed if you are the last to leave.
- Prohibited Activities:
 - No overnight sleeping in the clubhouse.
 - No pets in the clubhouse or pool area.
 - No running, rough play, or excessive noise.
 - No vehicles or transportation devices inside the clubhouse, except for crutches, wheelchairs, or mobility aids.
 - Tables and chairs must remain within the clubhouse area.
- Damage and Violations:
 - Property owners are financially responsible for any damage to the clubhouse or common areas.

- Report violations, suspicious activity, or unauthorized use (including license plate information) to the committee contacts listed below.

Committee Contact Information

For questions, reservations, or to report violations, contact:

- Lisa Noll
(803) 528-3846
jlnoll97@sc.rr.com
- HOA Management
(864) 448-0202

Thank you for your cooperation!

Together we can maintain Sycamore Ridge's clubhouse as a beautiful and welcoming space for all property owners to enjoy.