

## **PROCEDURE TO RESERVE CLUBHOUSE**

### **To reserve the large room:**

1. Visit <https://calendar.app.google/9qVXpD7w1vRmZ9Nc6>
2. The times available to reserve the large room will be visible. You can reserve in 1-hour increments
3. Once you pick your day and time it will ask you for your name, email and phone number to complete the request
4. A Special Events Policy may be ordered at <https://www.theeventhelper.com/>  
(Insurance Policy not needed for events sponsored by an Association Board)
5. You must send your application, with your insurance policy and \$250.00 check for deposit made out to "Green Dolphins Commons"  
Mail to:  
Green Dolphin Commons c/o  
Ameri-Tech Community Management  
24701 US Highway 19 North, Suite 102  
Clearwater, FL 33763
6. Upon receipt of application, Ameri-Tech emails application to Secretary
7. Secretary notifies resident of approval
8. Secretary reaches out to BOD for a volunteer to inspect clubhouse after event
9. When inspecting Board Member determines the clubhouses passes inspection, they notify Ameri-Tech to return check
10. If clubhouse does not pass inspection, deposit is forfeited

### **To reserve the small conference room:**

1. Contact the Commons Secretary (greendolphincommons@gmail.com) to request a date and time for a private party
2. Secretary checks calendar for availability of date, reserves date if available and notifies resident
3. A Special Events Policy may be ordered at <https://www.theeventhelper.com/>  
(Insurance Policy not needed for events sponsored by an Association Board)
4. Once resident is notified of accepted date, resident completes the application, secures the insurance policy and sends both and a \$250.00 check to:  
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Ameri-Tech Community Management  
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Clearwater, FL 33763
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