

Wedgewood Owners' Association
Clubhouse Reservation and Rental Policy
January 2026

1. Purpose

This policy establishes the procedures and responsibilities for reserving and rental of the Wedgewood Owners' Association clubhouse to ensure fair access, proper oversight, and protection of Association property.

2. Reservation Process

Owners wishing to reserve the clubhouse must submit a reservation request using one of the following methods:

Option 1: Homeowner Portal

- Log in to the Homeowner Portal at <https://smgomaha.managebuilding.com/Resident/public/home>.
- Select the Amenities tab on the left-hand side of the screen.
- Choose the clubhouse and submit a reservation request.

Option 2: Contact Management

- Contact Superior Management Group (SMG) at 402-575-5525 or info@smgomaha.com to request a clubhouse reservation. SMG will make the reservation on your behalf.

All reservation requests are subject to availability and approval.

3. Reservation Confirmation

- Once a reservation request is submitted, SMG will review the request and confirm availability.
- SMG will then reach out to the Owner to confirm the booking and discuss further details related to the rental, including fees, deposits, and required documentation.
- Upon confirmation, SMG will notify the Clubhouse Rental Committee to coordinate the rental logistics.

4. Fees and Deposits

- Rental Fee:
 - SMG will collect the clubhouse rental fee from the Owner at the time of reservation. Rental fee can be paid to SMG by ACH, check or credit/debit card.

- Security Deposit:
 - SMG will collect the security deposit fee from the Owner at the time of reservation. Security deposit fee can be paid to SMG by ACH, check or credit/debit card.

5. Clubhouse Rental Information & Agreement

- The week prior to the event, the Clubhouse Rental Committee will meet with the Owner to provide the key to the clubhouse and rental agreement

6. Clubhouse Use and Responsibilities

- The Owner reserving the clubhouse is responsible for:
 - Compliance with all Association rules and regulations in the rental agreement
 - The conduct of their guests
 - Any damage, excessive cleaning, or violations that occur during the reservation period

7. Post-Event Inspection

- Following the rental, the Clubhouse Rental Committee will inspect the clubhouse to assess its condition.
- The inspection determines if:
 - Any damage to the clubhouse has occurred, or
 - Additional cleaning is required
- Owner will return the key to the Clubhouse Rental Committee

8. Deposit Return

- If no damage or extra cleaning is required & the key has been returned, the security deposit will be returned to the Owner by check.
- If damage or excessive cleaning is identified:
 - All or a portion of the deposit may be retained to cover associated costs
 - The Owner will be notified of the reason for any deposit deduction

9. Enforcement

Failure to comply with this policy or other Association rules may result in:

- Forfeiture of the security deposit
- Suspension of future clubhouse reservation privileges
- Additional enforcement action as permitted by the governing documents

10. Policy Administration

This policy shall be administered by the Wedgewood Owners' Association Board of Directors in coordination with Superior Management Group.

11. Effective Date

This Clubhouse Reservation and Use Policy is effective upon adoption by the Board of Directors of the Wedgewood Owners' Association.

Adopted by the Board of Directors:

Patrice Wiens: Patrice Wiens


Terence Barrio: Terence Barrio

Patrick Costello: 

Deborah Mecom: Deborah Mecom

Lisa Jackson: 

Theresa Radil: Theresa Radil

Randy Smeal: 

Date: 3/19/2026