**Conditions for Clubhouse Usage (Return with Usage Agreement)**

1. Member must be in good standing and must attend the event.
2. Rental Fee and Security Deposit must be paid in advance.
3. A 4 digit code will be assigned to enter the clubhouse. Use of Clubhouse will be day of event.
4. The Deposit will be RETAINED IF CLUBHOUSE IS NOT CLEANED or any of the following conditions are not complied with. If clean-up costs or damages exceed the amount of the deposit, the resident who reserved the clubhouse SHALL BE LIABLE FOR ADDITIONAL CHARGES.
5. A walk-through must be performed prior to use with the Manager or another Board representative.
6. Noise must be kept within the confines of the facility.
7. No birdseed, rice, glitter, or other confetti may be thrown.
8. Furniture must not cause scratches to appear in the floor finish. DO NOT SLIDE FURNITURE. Furniture must be returned to its original position or DEPOSIT WILL BE FORFEITED.
9. ANY TYPE OF TAPE OR TACKS MAY NOT BE USED ON THE WALLS, CEILING OR FIREPLACE. NO EXCEPTIONS!
10. Office furniture and other accessories shall not be moved or rearranged.
11. The member is fully responsible at all times for their guests and the condition of the facility.
12. POOL PARTIES ARE NOT ALLOWED.

**REQUIREMENTS INCLUDE, WITHOUT LIMITATION, THE FOLLOWING:**

Member Initial: Mgmt. Initial

\_\_\_\_\_\_\_\_All floors MUST BE mopped, rugs vacuumed, and furniture dusted \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_Floors, furniture, countertops are free of crumbs, spills, stains \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_All trash is emptied and HAULED AWAY FROM PREMISES \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_New can liners are placed in the receptacles \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_All restrooms are in proper order, cleaned, flushed, etc. \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_Furniture is in proper position. No scratches or damage. \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_Floors must not be scuffed or scratched. \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_Porches must be clean and all garbage removed. \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_ALL lights and fans shall be turned OFF. \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_**CLUBHOUSE THERMOSTAT:** The thermostat must be turned **OFF** after the event, \_\_\_\_\_\_\_\_\_\_\_

 EXCEPT during winter months when there is a possibility of freezing temperatures.

 In this case, HEAT should be left on its lowest setting. Check with Manager.

\_\_\_\_\_\_\_\_**ALL DOORS MUST BE LOCKED AND BUILDING SECURE.**  \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_**Failure to comply with any of these conditions will result in the deposit being FORFEITED. \_\_\_\_\_\_\_\_\_\_\_**

**The Association reserves the right to refuse the usage of the facilities for any purpose it deems to be detrimental to or not in the best interests of its members. It further reserves the right to refuse the usage of the facilities on any dates and at any time deemed inconvenient.**

**The Member is responsible for all persons who attend the event for which the clubhouse is used. The breach of violation of any condition set forth herein may result in the loss of the Security Deposit, the imposition of liability, and/or denial of future use of the Clubhouse.**

REVISED 6/2020