

MARIVAL **CLUBHOUSE RULES AND POLICIES**

Clubhouse - The clubhouse is available to residents for private social functions. To reserve the clubhouse, contact the Clubhouse Coordinator well in advance of your party date to insure your reservation. A \$150.00 deposit will be required plus a \$50.00 non-refundable usage fee (total \$200.00 -- two (2) checks). Residents will be responsible for any damage occurring to any furniture or fixtures during their use of the clubhouse. The rules and regulations are as follows:

I. General Information:

- a. Clubhouse restroom facilities are open for community members due to the workout room & pool.
- b. Clubhouse is available for use as stated under "Private Functions". (See III)
- c. Temperature settings should be set at 72 degrees in the summer months and 68 degrees in the winter months during private functions. You may want to make these settings several hours prior to your function in order to obtain these temperatures at the time of your function.
- d. Clubhouse shall be cleaned as stated under "Cleaning".
- e. No pets shall be permitted in the Clubhouse.

II. Special Cleaning: Performed by homeowner reserving clubhouse

- * Cleaning must be completed by 10:30 a.m., the day after the rental

Scope of Work:

Return all furnishings to their places.

Wash counters and sinks

Clean appliances; inside and outside

Clean tables and chairs

Clean smudges and spills from ledges, rails, walls, woodwork and cabinets

Vacuum carpeted areas and upholstered furniture

Sweep and/or mop floors as needed

Clean restrooms

Remove all waste and food from clubhouse and clubhouse area

Clean surrounding common grounds of function related debris

III. Private Functions

- a. The Clubhouse is available for use by all community members in good standing.
- b. A community member may be denied use of the Clubhouse for the following reasons:

- Delinquency in payment of Association Assessment
- History of damage to the Clubhouse
- History of negligence concerning Clubhouse rules
- Other reasons deemed substantial by the Board of Trustees

The Board of Trustees must approve any denials of use by a community member.

- c. Reservations are made by emailing the Clubhouse Coordinator not less than seven (7) days or more than one hundred and eighty one (180) days in advance of the date of the functions. All dates are reserved on first come, first serve basis. A "Clubhouse Rental Agreement" is enclosed. This form must be completed and returned to the Clubhouse Coordinator together with a check for \$50.00, the amount of the usage fee, and a \$150.00 security deposit.

The key will be made available for pick-up from the clubhouse coordinator no later than 10:30 am the day of the rental and possibly 24 hours in advance.

- d. Fees:

Usage fee of \$50.00. This fee is non-refundable.

Security deposit of \$150.00. This fee is due as stated above in advance of the reserved date. This check will not be deposited but will be held until after the function. It will be refunded within 72 hours after the event if the Clubhouse is left in acceptable condition, no damage or loss has occurred, and there have been no infractions of Clubhouse rules. The Clubhouse Coordinator shall have jurisdiction over all questions in this matter. Appeals may be made to the Board of Trustees. Failure to provide the deposit one (1) week in advance means forfeiture of the reservation and the usage fee.

Check should be made payable to Marival HOA.

- e. Hours Available:

The Clubhouse is available for private functions between the hours of 12:00 p.m. and 2:00 a.m. If earlier access is needed for set up, this can be arranged with the Clubhouse Coordinator. All functions must be over by 2:00 a.m. Clubhouse cleaning must be completed by 10:30 a.m. the morning following your function. Entrance to the Clubhouse for the purpose of preparing for a private function may not begin more than two (2) hours prior to a function, or as agreed.

*Mason noise ordinance /quiet hours are to be observed after 10:00 pm

- f. During the Christmas season, the Board of Trustees has the right to determine if a lottery or another means is needed to accommodate the number of requests for reservations.
- g. Reservation policy does not allow private functions to be held on:
- | | |
|-------------------|-------------------|
| New Years Eve/Day | Labor Day |
| Easter | Thanksgiving |
| Memorial Day | Christmas Eve/Day |
| Fourth of July | |
- h. The community member reserving the clubhouse must be in attendance for the duration of the function.
- i. The community member is responsible for the conduct of all guests. Number of people shall not exceed **forty (40)** at a community member reserved event.
- j. Clubhouse must be locked (doors and windows) when departing. Failure to lock the Clubhouse will result in forfeiture of the entire security deposit.
- k. If the key is lost, misplaced, or stolen, the member reserving the Clubhouse will be charged for replacement of the locking system and keys. The key must be returned no later than 11:00 am, the day following the rental.
- l. Under no circumstances shall liquor be **sold** at any function.
- m. All vehicles must be properly parked in the parking lots provided (not in private drives). Any vehicle improperly parked may be towed at the owner's expense. It shall be the responsibility of the community member reserving the Clubhouse to inform his/her guest where to park.
- n. The community member reserving the Clubhouse is responsible for cleaning it after use in accordance with the "Cleaning and Usage Checklist" provided by the Clubhouse Coordinator (see attached sample). Failure to clean the Clubhouse properly will result in forfeiture of all or part of the security deposit. Please note that no items may be affixed or adhered (tape, adhesive, tacks, etc.) to any wall, surface, or ceiling.
- o. The swimming pool area is that area contained within the surrounding fence and containing the swimming pool. **The pool area is strictly "Off Limits" to all guests of a private function.** Evidence of a violation of this policy will result not only in forfeiture of the entire security deposit but the member may be answerable to the Board of Trustees and subject to any action it deems appropriate.

- p. Clubhouse Property: A copy of the Cleaning and Usage Checklist is attached for your use. It is the responsibility of the member reserving the Clubhouse to immediately tour the Clubhouse at their first access to the clubhouse prior to their function, at the time the key is received and/or prior to party. It is imperative the member thoroughly inspect the Clubhouse and note on the checklist any soiled or damaged items, other than those already inventoried and noted. Assessments for damage or loss of Clubhouse property will be based on the visual inspection and review of the "Clubhouse Inventory" and the "Cleaning & Usage Checklist" by the member and the reporting of missing items or of damage to the Clubhouse Coordinator prior to the function. Leave a detailed message with the Clubhouse Coordinator for any missing items or damages that happened at your event. Leave your copy of the checklist on the kitchen counter top for use by the Clubhouse Coordinator for their "after the party" checkout.

The community member reserving the Clubhouse is responsible for the payment of repair or replacement of any and all damaged items. This responsibility will remain in effect until the Clubhouse Coordinator completes their portion of the checklist, the Clubhouse key is returned, and the checklist signed and returned to the community member.

IV. Items available & present for usage during rentals

- Tables
 - Chairs
 - Microwave
 - Refrigerator
- *No Stove or TV available

**MARIVAL
CLUBHOUSE RENTAL AGREEMENT**

This Agreement between Marival HOA and the Community Member for the rental of its Clubhouse, for a private function, shall be in accordance with the Rules and Regulations and are a part thereof.

Requested by: _____

Phone: Home _____ Work _____

Address: _____

Date of Function: _____ Time: From _____ To _____

Please circle all that apply:

Serve Food (Y) or (N)

Liquor (Y) or (N)

Dancing (Y) or (N)

Note: Liquor is not to be sold on the premises at any time or provided to anyone under 21 years of age.

Use of Kitchen (Y) or (N)

Music (Y) or (N)

All requests are subject to the approval of the Clubhouse Coordinator. Requests may be submitted no sooner than 180 days in advance of the requested date, and reservations will be granted on a first come, first served basis.

A \$50.00 non-refundable usage fee and a \$150.00 security deposit must accompany this application. The security deposit will be refunded within 72 hours after the function, if the clubhouse is left in acceptable condition, no damage or loss has occurred, and there have been no infractions of the clubhouse rules as deemed by the Clubhouse Coordinator. The member reserving the clubhouse is responsible for the payment of repair or replacement of all clubhouse property damaged or lost during the function. This responsibility shall remain in effect until the Clubhouse Coordinator completes their portion of the checklist and the clubhouse key is returned.

The Homeowner making the reservation must be in attendance for the ENTIRE duration of the function and is responsible for the conduct of all guests. Those in attendance shall not exceed forty (40) people. The Member is also responsible for cleaning after use. Cleaning is to be in accordance with the "Cleaning and Usage Checklist". Charges for unacceptable conditions not listed in the cleaning checklist will be added if they occur.

All guest cars must be properly parked in the parking lot area only. The parking lot must be clean of any party related debris.

Approved 11/14/17

All garbage, trays, decorations, etc. must be removed from the premises at the conclusion of your cleaning.

Members and/or guests are absolutely NOT allowed in the pool areas or workout room during a function. Closing time for private functions is 2:00 a.m. Cleaning must be completed before checkout time at 10:30 a.m. the morning after the function, or by other arrangements made with the Managing Clubhouse Coordinator.

NOTE: ANY INFRACTIONS OF THE RULES AND REGULATIONS, OR DISTURBANCES CREATED AS A RESULT OF THE FUNCTION WILL REQUIRE THE UNIT MEMBER TO APPEAR BEFORE THE BOARD OF TRUSTEES FOR APPROVAL OF ANY FUTURE RESERVATIONS. THE BOARD OF TRUSTEES HAS THE RIGHT TO SUSPEND PRIVILEGES OF ANY MEMBER WHO HAS, IN THE OPINION OF THE BOARD, ABUSED THE RULES AND REGULATIONS IN THIS AGREEMENT. AN AUTOMATIC 60 DAY NON-USE PENALTY WILL BE IMPOSED AT THE TIME OF SAID INFRACTION OR DAMAGE, UNTIL THE MATTER CAN BE BROUGHT BEFORE THE BOARD FOR THEIR DECISION.

I understand and agree to abide by the above rules and regulations and understand that I am responsible for any loss or damage of Clubhouse property, which may occur as a result of this function.

This AGREEMENT entered into on (date) _____

Signature of MEMBER _____

Approved by Clubhouse Coordinator _____

**THE CLUBHOUSE IS AN EXTENSION OF YOUR HOME -- NOT
A PUBLIC MEETING HALL. TREAT IT AND CARE FOR IT AS
YOU WOULD YOUR OWN HOME.**

Approved 11/14/17

CLEANING AND USAGE CHECKLIST

Homeowners Name: _____

Date and Time of Function: _____

Date & Time of Maintenance Inspection: _____

Name of Inspector: _____

		<u>Acceptable</u>	<u>Not Acceptable</u>	<u>Minimum Charge When Not Acceptable</u>
1.	KITCHEN - Clean & empty refrigerator, clean stove, counter tops & sink. Sweep and mop floor.			\$10.00
2.	RESTROOMS - Clean Toilets, wash basins, mirrors. Empty trash cans. Sweep and mop floor.			\$10.00
3.	GENERAL CLEANING - Clean spills from tables, chairs, windows and stair ledges & stair rails. Wipe smudges from walls & windows. Check plants for debris.			\$10.00
4.	VACUUM - Vacuum carpet, make certain areas under furniture are clean. Vacuum upholstered furniture, make certain to clean under cushions.			\$10.00
5.	CARPET – vacuum carpet, review for stains & clean if necessary			\$100.00
6.	GARBAGE REMOVAL - Empty and clean all trash cans. Remove all trash from clubhouse and grounds. Replace all plastic bag liners if they are removed.			\$35.00
7.	FOOD - Remove all food from refrigerator and cabinets.			\$10.00
8.	CLUBHOUSE EXTERIOR - Clean decks and surrounding grounds of all party related debris. (paper, cups, cans, discarded cigarette butts)			\$10.00

Approved 11/14/17

9.	Close and lock all windows and doors.			\$50.00/per infraction
10.	Return key as directed.			\$5.00/day late
11.	Lost Keys			Cost of new locks and keys
12.	Close clubhouse by 2:00 a.m.			\$150.00
13.	Maintain swimming pool and swimming pool area as strictly off-limit areas.			\$150.00
14.	Keep all doors and windows closed during the event when the furnace or air conditioner is in use.			\$50.00
15.	Thermostat should be returned to the following setting after the party. Summer; air conditioner in use 85°F. Winter; heating in use 55°F. NOTE: Please return fan motor to "auto setting"			\$50.00
16.	All outside and inside lights turned off.			\$10.00
17.	All furniture returned to proper place.			\$50.00
18.	Damage to walls, ceilings, and/or surfaces due to adhering items to the surfaces with tape, adhesive, tacks, etc.			\$25.00 or cost to repair wall, ceiling or surfaces

Homeowner Signature

Clubhouse Coordinator Signature

**THIS FORM IS TO BE SIGNED AND LEFT ON THE SINK COUNTER
TOP BY THE HOMEOWNER AFTER CLEANUP IS COMPLETED**

Approved 11/14/17