

# Heritage Walk Homeowners Association

## Clubhouse Use Rules and Regulations

The following rules and regulations governing the use of the clubhouse have been developed in compliance with the Heritage Walk Bylaws. Their purpose is to assure safe operation and to maximize the enjoyment of the clubhouse by all members of the community. Every resident is requested to read the rules and regulations carefully.

### **Registration/Scheduling**

- ▶ Abaris Real Estate Management, Inc. maintains the schedule for clubhouse use. Community members desiring to schedule an event at the clubhouse must request use from the management company.
- ▶ Use of the clubhouse is on a first-requested basis. To ensure fairness, events cannot be scheduled more than 90 days in advance and recurring events cannot occur more frequently than bi-weekly.
- ▶ A refundable \$300 deposit is required upon approval of requested date/time.
- ▶ Any damage to the clubhouse will be the responsibility of the member host. The member host will pay the actual cost of cleaning and/or repairs and the \$300 deposit will be used towards the cost.
- ▶ Prior approval must be coordinated for pool usage as part of an event. Member host must contact the management company at least seven (7) business days prior to any clubhouse event also utilizing the pool. Member host will incur any incremental expense required if the pool management company determines it necessary to staff additional lifeguards.
- ▶ If a member host uses the clubhouse when the pool is not open, the member host shall be responsible for locking the parking lot gate. Abaris will provide the combination or key.
- ▶ Member host is responsible for returning keys to the management company within two (2) business days after event, or will be subject to a \$35 fine.

### **Liability**

- ▶ Member hosts are responsible for any injury or damage caused by their third-party entities used during the event (instructors, entertainers, etc.). Member hosts are encouraged to protect themselves to the extent possible, such as by obtaining evidence of insurance (i.e. Certificate of Insurance) from third-party entities in advance of the event.
- ▶ If snow or ice in parking lot, parking lot will be closed due to no snow or ice treatment during the winter.

### **Prohibited Activities**

- ▶ The Clubhouse is not intended to be used for business purposes or for events not in the spirit of community enhancement. Use of the clubhouse is limited to not-for-profit activities only and any fees charged to attendees cannot exceed the cost of materials used for event (food, supplies, entertainers, instructors, clean-up, etc.).
- ▶ No member may make a profit on any event held at the clubhouse.

The Board shall have sole authority in determining whether an event is an

appropriate use of the Clubhouse. Use of the Clubhouse and common property for inappropriate activities is prohibited and may result in loss of privileges for use or other sanction as deemed appropriate by the Board.

**End of Use**

At the end of the event, the member host is required to:

- ▶ Close and lock all windows. Make sure they are locked.
- ▶ Close and lock all doors. Make sure they are locked.
- ▶ Bag and remove all trash.
- ▶ Clean all tables, bathrooms, and floors. Vacuum the floor, if necessary.
- ▶ Clean the kitchen (if used during event)
- ▶ Remove all personal items. The Association is not responsible for any items that you or your guests might leave.
- ▶ During wintertime be sure to leave the heat on 62 degrees to prevent the pipes from freezing.
- ▶ During summertime, set the thermostat to Cool and 78 degrees.