

# HALLBROOKE PROPERTY OWNERS ASSOCIATION

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## **RESIDENT CLUBHOUSE RULES**

The Clubhouse is available to reserve for private parties, only for Hallbrooke Property Owners whose Association dues are current. This is on a first come first served basis and can be scheduled through the property management company. ALL RESERVATIONS MUST BE MADE A MINIMUM OF ONE WEEK IN ADVANCE.

A signed rental agreement must be received prior to reserving the Clubhouse. The rental fee, security deposit and cleaning fee are payable at the time the rental agreement is signed. Reservations are not recorded and confirmed until the completed rental agreement and the deposit check are received by management company.

**The party or parties signing the rental agreement must be in attendance during the entire length of use of the clubhouse. Reservations may not be made for a third party.**

The clubhouse may be leased during the following days & hours:

Any day 10 am – 10 pm (includes set-up & finish times)

The building must be cleared by 10 pm. Only 1 event may be scheduled per weekend (Saturday - Sunday)

Only 3 events may be scheduled during the week, (Monday – Friday)

**The clubhouse may NOT be rented on holidays.**

Fees: The **security deposit/ cleaning fee** is required of all residents reserving the clubhouse is **\$150.00**. Refund of the security deposit shall be contingent upon final inspection after the function, assuming no damages or violations of these rules.

General Use: All Association Rules and Regulations shall apply. Doors should remain closed and not be propped open. If any damages occur, the Board or management will repair or replace items damaged and the party reserving the clubhouse will be charged back accordingly, first using the security deposit, and then charging any balance owed. The party reserving the clubhouse assumes full financial and legal responsibility for all damages arising out of the use of the clubhouse.

**NO SMOKING** is permitted at any time in the clubhouse, according to State Law. Violation of this will result in the forfeiture of the security deposit.

Any illegal activity shall immediately terminate the rental agreement and forfeit all deposits. Any person or persons involved in any illegal activity shall be prosecuted to the fullest extent of the law.

Alcohol: Alcohol may not be served to any minor or any intoxicated person. Alcohol is allowed at rental functions, if and only if, an **alcohol deposit of \$150.00** is received prior to the event and an “Alcohol Indemnification and Release” form is provided in advance.

Pool: The pool area may not be rented or reserved. It is for the use and enjoyment of all owners and guests and has its own hours of operation and will be available for the use of other owners during the reserved time period.

Music and/or any other noise must be kept at a level that cannot be heard in the surrounding homes in the area. The renter of the clubhouse will be responsible for seeing that there are no loud noises from the guests either coming or leaving the function at the clubhouse. All City, State and Federal laws and safety codes apply.

No more guests than **140** (the maximum occupancy limit) is allowed.

# INSTRUCTIONS FOR CLUBHOUSE USE

Entrance: South Door – must have a card key or have Aria Group let you in.

The clubhouse has the following items for use:

5 patio table sets with chairs already set up in the upstairs meeting area.

5-round tables, 3-6' rectangular tables and 50 folding chairs are stored in the downstairs closet.

The key to stairs is kept in kitchen in an envelope in the cabinet above and to the right of the sink.

Wi-Fi password is “clubhouse”

The Kitchen has the following appliances:

Full size freezer

Refrigerator

Microwave

2 Ovens

Dishwasher

Ice maker

Garbage Disposal

Coffee Maker

Set up and tear down of furniture for events, is the responsibility of the party reserving the clubhouse. If ALL furniture is not returned to original positions, deposit will be forfeited.

When leaving the clubhouse, make sure that deadbolts are locked on exterior doors except the key entry door.

**Failure to secure these doors may result in the forfeiture of security deposit.**

Please turn off all interior lights before exiting the clubhouse.

To arm the security system at the South Door, Press the # key and then Number 2 (away). Do not set alarm when leaving during summer months.

Then exit the clubhouse.

## **RESIDENTS CLEANING THE CLUBHOUSE AFTER AN EVENT**

**All Residents who elect to clean up after their event for themselves, must address all the following items listed below, in order to receive their deposit refund.**

- 1.) All furniture returned to original locations.
  - 2.) All tile and concrete floors swept and mopped
  - 3.) All Carpets Vacuumed, if upstairs used, do the same
  - 4.) All kitchen counters and sink cleaned and wiped
  - 5.) If they use the microwave it must be wiped out
  - 6.) All toilets cleaned and disinfected
  - 7.) All bathroom counters and mirror cleaned
  - 8.) All trash in bathrooms and main rooms taken out and bags replaced
  - 9.) If any glass doors got dirty by them they need to clean the glass
  - 10.) If the second floor is being used all the tables upstairs need to be wiped down
  - 11.) Upstairs bathroom is to be cleaned same as downstairs
  - 12.) Any paper products such as paper towel and toilet paper needs to be replaced if used up
- (Paper products found in men's bathroom closet)