

Rules and Guidelines for Heather Hill Clubhouse Use

“The clubhouse is reserved for the use of owners and residents for sanctioned social and business events of Heather Hill only. Any other use must be approved by the Board of Directors before being used or scheduled.”

A Heather Hill Condo Association board member or an owner appointed by the board will have the authority and the responsibility for the management of the clubhouse usage. Responsibilities include scheduling and publication of schedule, resolution of usage conflicts, and enforcement of clubhouse usage rules. Each scheduled event will have an associated member/tenant and contact information.

Social events that are scheduled for bi-weekly, weekly or monthly usage may have occasional conflicts with other possible events, which will need to be resolved. Meetings associated with Board business will generally take priority. Events involving the participation of the entire Condo Association membership will generally take priority over any other events.

Owners may request exclusive use of the clubhouse or game room. Exclusive use will be scheduled on a first come – first serve basis. It is preferable that the clubhouse be scheduled a minimum of two weeks in advance to avoid conflicts. There is a \$50 refundable deposit for the use of the clubhouse. Following are expectations of owners scheduling exclusive use:

Basic Rule: Leave the clubhouse after the event in the same or better condition than it was when the event started. *Remember, this is your property.*

Specific Rules:

- 1. Absolutely NO SMOKING in the clubhouse;**
- 2. If the barbeque is used, leave it clean;**
- 3. Unless specifically approved by the Board of Directors any event must end by 10 PM;**
- 4. Any music or other sounds must be kept at a level that is respectful of other owners/tenants;**
- 5. Return all tables and chairs to their original locations (see default layout chart on the bulletin board) and if applicable clean the floors;**
- 6. Clean all table and counter tops. Clean all kitchen utensils, pots and pans, and other cooking equipment. Dry and return to their original location;**
- 7. Remove any cigarette butts and trash left by guests from around the pool and clubhouse;**
- 8. Remove all decorations and food/drinks associated with the event, including condiments;**
- 9. Take all garbage to the dumpster and put empty garbage bags in the waste containers;**
- 10. The owner that schedules an event is responsible for any damage beyond what would be considered normal wear and tear caused by guests during the event to the clubhouse or its contents. A minimum clean-up fee of \$25 will be taken from the deposit if the clubhouse is not left in a clean condition.**

Non-exclusive use of the clubhouse: Members, tenants, and their guests are authorized to use the clubhouse, game room, library, pool, and any of its contents whenever it has not been reserved for exclusive use. The Basic Rule discussed above applies.

A copy of this information will be given to any owner scheduling an exclusive event.