

## **CLUBHOUSE USE FOR COMMUNITY AND PRIVATE EVENTS**

**NOTE: These Procedures refer to exclusive reservation of the Clubhouse or Deck or Both for any purpose. Please note that the Pool may not be reserved exclusively for any purpose, but individuals participating in exclusive Clubhouse events may use the Pool on a shared basis with other residents, as long as they observe all Pool rules, in addition to the Clubhouse rules.**

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### **COMMUNITY EVENTS IN THE CLUBHOUSE**

Examples of Community events are:

- Board meetings
- Committee meetings
- Socials open to all residents
- Events open to all residents, such as Card/Board games, Stretching, etc
- Socials for specific groups of residents i.e. an event for a single building

The Master Association maintains a Calendar at the Clubhouse, and a specific person is solely responsible for maintaining this Calendar. The Calendar Keeper must be informed (ideally by eMail) of all planned Community Events so that these are all displayed on the Calendar.

There is no Deposits or Forms required for these events. However the Clubhouse General Rules and the Post-Event Clubhouse Checklist apply.

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### **PRIVATE EVENTS IN THE CLUBHOUSE**

The Clubhouse may be reserved for private events by any resident (owner or renter), where attendance is by invitation and may include residents and non-residents.

These private events must be requested by a resident, who is responsible for all matters relating to the event. The request is by means of an Application Form which must be completed, signed, and submitted to Argus with a \$100 check made out to “Gondola Park Master Association”. This deposit is fully refundable if all conditions are fulfilled. All such requests must be reviewed and approved by the Board of Directors of the Association.

The requester must be present during the entire event, and is responsible for the behavior of all attendees, and for any damages or losses to Association property. In addition, some or all of the Deposit may be retained by the Association if any cleanup is required after the event.

Because of the possibility of multiple parties requesting exclusive use of the Clubhouse for major holidays, the Board will not approve any request received more than 3 months in advance of the date. Such requests will be kept on hand until the 3-month mark, and then processed.

With the exception of requests for major holidays, the Board will either Approve or Deny requests as expeditiously as feasible. Possible reasons for Denial are conflicts with Community Events, competition for that Date, or complaints arising from previous reservations. As soon as Argus receives a request of this nature, the Manager will distribute a copy of the application by eMail to the Board members. Once the Manager receives 3 positive responses, he/she will communicate the Approval to the requester, and simultaneously to the Calendar Keeper.

On the other hand, if the request is Denied, the Manager will communicate that decision to the requester, and follow it up with a refund of the Deposit. As much as possible, all communications from the Manager will be by eMail in order to speed up the communications, and to maintain an audit trail.

In the event that there is more than one request for a major holiday, and in the absence of any other consideration, the tie will be broken by lottery.

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## **Related Documents**

Clubhouse Use during Private Events

Clubhouse General Rules

Pool General Rules

## **CLUBHOUSE USE DURING PRIVATE EVENTS**

1. Once a request is confirmed, the owner/resident will have exclusive use of the Clubhouse (but not exclusive use of the Pool) during the approved rental period. The Clubhouse hours of use are from 10am until 11pm.
2. The owner/resident who requested the Clubhouse must be in attendance at all times while guests are present. The owner/resident is responsible for the actions of their guests. Any complaints resulting from excessive noise, irresponsible behavior or unsupervised children will result in denial of future requests of this nature.
3. Should damage occur, the reserving resident agrees to make good any damage to the facility or furnishings, and to replace any items removed from the Clubhouse while in their care.
4. The owner/resident must not move fixed Clubhouse property from walls or kitchen. If one chooses to add decorations to the walls or windows, all such decorations must be removed before they leave.
5. The owner/resident must supply their own paper goods (plates, cups & plastic ware), as well as their food & beverages. Do not use supplies that belong to the Clubhouse.
6. The Clubhouse General Rules apply. (see Attached) including the Clubhouse Post-Event Checklist which must be performed in full.
7. Assuming all these responsibilities are met, and that there is no need for the Association to perform any cleaning, the owner/resident will be reimbursed the \$100 deposit. Otherwise, whatever portion of the deposit is needed to return the Clubhouse to its prior state will be retained by the Association.
8. The deposit does not relate to necessary repairs arising from damages to the Clubhouse, or the replacement of any Association property that is missing after a private event. Such costs will be recovered in full by the Association.

## **Clubhouse General Rules**

- Use of the Clubhouse is limited to owners, their guests, and registered renters only.
- The Clubhouse is used primarily for parties and other social events, for card and board games, floor exercises, Internet, and reading. No business activity, corporate or otherwise, is permitted in the Clubhouse.
- The Clubhouse may be reserved for Private functions. Specific procedures and rules must be followed if using the Clubhouse in this way.
- Hours of use of the Clubhouse are 10am until 11pm, with the exception of Association sponsored events. The seating capacity in the Clubhouse is limited to 63 people by Fire Department regulation.
- No Pets or are allowed inside the Clubhouse. However, Pets are allowed under leash on the Deck.
- Absolutely no Smoking allowed in the Clubhouse.
- No wet bathing suits allowed in the Clubhouse; cover ups and footwear are required.
- All Clubhouse furniture and decorations, if moved temporarily, must be returned to it's normal locations after use.

## **Clubhouse Post-Event Checklist**

On the completion of any function, whether a community event or a private function, the following checklist must be completed in full:

- a) All food and trash to be removed from the building.
- b) The carpet must be vacuumed, and the kitchen floor swept and clean.
- c) All furniture, including Deck furniture, must be placed back where it was found. Umbrellas must be tied down.
- d) The Air Conditioner thermostat must be set back to 81 degrees, fans & lights must be turned off, and windows and doors must be locked.
- e) In general, the Clubhouse must be returned to it's prior state.

## **Pool General Rules**

1. Use of the Pool is limited to owners, their guests, and registered renters only, from 7am until 8pm. Young children must always be supervised by a responsible adult. No pets are allowed in the Pool area.
2. Remember that you are responsible for the behavior of any guests you invite to the Pool.
3. No diving, running, or horseplay is permitted in the Pool area. Flotation devices are permitted, but courtesy dictates that these devices should not interfere with other swimmers. Please do not leave these in the Pool area – all devices should be returned to your unit/garage for storage after use.
4. Radios and other sound devices are allowed only with the use of earphones. An exception is allowed for the scheduled water aerobics sessions.
5. Towels must be placed on chairs and lounges before lying or sitting on them. Body oils damage the furniture. Do not “hold” tables or lounges by placing personal property there, unless you are present in the Pool area. If you move any of the furniture, it should be returned to its original location before you leave the Pool area.
6. Umbrellas must be lowered and secured after use.
7. Although smoking is not disallowed in the Pool area, please remember that smoke from cigarettes is annoying to many people. If smoking, make sure to use the Smokers Outposts for cigarette ends; under no circumstances should cigarette ends be deposited anywhere else.
8. No glassware is allowed in the Pool area - plastic only. No food is allowed in the Pool area. You are responsible for any trash/debris you create. Dispose of it in the trash container near the west gate of the Pool, or take it back to your apartment.
9. Although smoking is not disallowed in the Pool area, please remember that smoke from cigarettes is annoying to many people. If smoking, make sure to use the Smokers Outposts for cigarette ends; under no circumstances should cigarette ends be deposited anywhere else.
10. Gates to the Pool must be kept closed at all times.
11. If you use the bathrooms at the Pool, make sure that the door is secured as you leave.
12. Observing these rules assures all residents and guests will enjoy the Pool,. You may also help in the safe management of the Pool by removing any debris you find in gutters or floating on the surface.