

# CLUBHOUSE USAGE RULES:

1. Any Hickory Creek Homeowner Association member, who is up to date on dues, may reserve/use the clubhouse to host a private, non-profit party.
2. Reservations must be made in advance with the Clubhouse Coordinator. Reservations are on first come first served basis, but use should be generally proportional among users.
3. All clubhouse reservations will require a \$100.00 refundable deposit, except for Hickory Creek organizational meetings (i.e. board, social committee, etc.). Checks are to be made to Hickory Creek HOA. Additionally, a non-refundable \$25.00 cash rental fee is to be paid at the time of clubhouse use.
4. Resident hosts must clean the clubhouse the same night as the event to ensure readiness for the next user. Cleaning checklists will be given to the resident host at the time of the rental and are to be strictly followed. Users of the clubhouse are expected to pick up trash on the Clubhouse lawn and parking lot. If trash containers are full, the users are to take the trash with them.
5. Resident hosts are responsible for any damages done by any of their guests.
6. Hickory Creek HOA normally provides minimal cleaning products to wipe counters and tables. A vacuum cleaner is also available in the upstairs closet near the front door. Trash bags are located in both bar cabinets. However, users are responsible for supplies needed to fully clean the facility.
7. The \$100.00 deposit will be refunded only if: the clubhouse is cleaned, there are no carpet spots, and NO damage is done to walls or property. If the deposit does not cover the cost of cleaning or repair, additional cost will be billed to the user.
8. The adult resident member hosting the Clubhouse activity must remain at the Clubhouse throughout the event and ensure, before leaving, that the facility is clean, in good order, locked up, the gas fireplace is off and lights are turned out.
9. The Clubhouse pool may be reserved in conjunction with the Clubhouse for a private party on Saturday evenings only (see Hickory Creek Pool Rules).
10. Hickory Creek Homeowners Association is not responsible for any injuries or damages that occur at a Clubhouse activity or as a result of the activity. The resident host is responsible for all guests attending.
11. During inclement weather, the resident member hosting an activity is responsible for clearing ice, snow and mud from walks and steps.
12. Consumption of alcoholic beverages at the Clubhouse when underage citizens are present is strictly prohibited.
13. The adult resident homeowners, only, may make reservations. Children may not make reservations.
14. If a member fails to obey Clubhouse rules or cooperate fully with Clubhouse management, their privilege will be revoked.

# HICKORY CREEK CLUBHOUSE CLEAN-UP CHECKLIST

## UPSTAIRS:

- CLEAN COUNTERS
- VACUUM CARPET
- SPOT CLEAN CARPET
- CLEAN WINDOWS
- DUST
- EMPTY TRASH AND REPLACE LINER
- SET THERMOSTAT TO 83 IN SUMMER AND 68 IN WINTER

## DOWNSTAIRS:

- CLEAN COUNTER TOPS AND TABLES
- CLEAN INSIDE REFRIGERATOR
- SWEEP AND MOP FLOOR
- CLEAN WINDOWS
- CLEAN BATHROOMS
- REPLENISH TOILET PAPER
- EMPTY TRASH AND REPLACE LINER
- LOCK ALL OUTSIDE DOORS INCLUDING BATHROOM

## SUPPLIES NEEDED: (Donate as many as you like)

- PAPER TOWELS
- TOILET PAPER
- TALL KITCHEN TRASH BAGS
- FLOOR CLEANER
- WINDEX
- CARPET CLEANER

## YOUR COMMENTS HERE:

KEY DUE BACK BY: \_\_\_\_\_

As an association we desire to keep the Clubhouse in excellent condition. We appreciate each person who utilizes the clubhouse to do their part.