

**SNUG HAROR PROPERTY OWNER'S ASSOCIATION
BOARD OF GOVERNORS
HERTFORD, NORTH CAROLINA**

CLUBHOUSE RENTAL POLICY	
PRESIDENT: Toni Cacace-Beshears	EFFECTIVE: 10-15-2023
SECRETARY: Christine Camilleri	LAST REVIEWED: 5/3/2025
POLICY NUMBER: CLJ001 DIVISION: Administration	PRIOR REVISION: 1-15-2023

PURPOSE: Provide for the safe use of the Clubhouse and Common Area; to ensure the equal use and enjoyment by the members, their families, and guests. Establish reasonable standards and guidelines governing use of the clubhouse and its grounds.

POLICY: Any Snug Harbor Association member in good standing may schedule the clubhouse for private functions if not otherwise scheduled for SHPOA, or Civic League functions and in accordance with the following procedures:

- a. The Clubhouse is open to all Snug Harbor residents for their use and enjoyment, when available.
- b. Only a member in good standing can sponsor an event at the clubhouse. Requests for rentals are subject to review by the Board of Governors or its secretary or office representative.
- c. The member-sponsor will preschedule the clubhouse with the SHPOA Office. The function must be placed on the association calendar at least one week prior to the function. Note that an approved rental agreement along with all rental fee and clean-up deposits MUST be completed and filed in the SHPOA office at least one week in advance of the event. Emergency requests can be handled through the SHPOA Office or Board President.
- d. Snug Harbor Board of Governors or Snug Harbor Civic League will not have a fee (i.e. Dinners, breakfasts, fund raisers, exercise class). Those events will be added to the Association calendar.
- e. There is a \$100 dollar deposit and a \$150 rental fee for the clubhouse common area rental. This deposit will be forfeited if the clubhouse and common area is not left in the condition that it was found. (see "Checklists")
 - i. Property owners in good standing may use the Clubhouse for funerals and memorial services at no charge. The scheduling and deposit rules apply. (10.15.2023)
 - ii. Property owners in good standing may use the building at no cost, if the event is open to all Snug Harbor residents and is advertised on the Snug Harbor Facebook page (see application for a space to put the correct wording for the posting to Facebook). Deposit and scheduling rules apply.
 - iii. The use of tables and chairs is a rental fee of \$10 per table (including 8 chairs) used. A charge of \$1 per chair would be charged for any additional chairs (not included in the table fee). (10.15.2023). This fee is to be paid directly to Civic League. The fee will help cover the cost of use of tables and chairs (and replacements as needed).

f. Member- sponsors agree to reimburse association for any damage if it exceeds the \$100 deposit to Clubhouse and its furniture/equipment.

g. Smoking is not allowed in the clubhouse.

h. Consumption of beer and unfortified wine (15% alcohol content less – as per Perquimans County) is only allowed in the Clubhouse with prior approval and appropriate insurance coverage. (10.15.2023)

i. Recurring renters of the Clubhouse, can leave a deposit on file. The Board of Governors shall handle unique situations not covered under the rental policy on a case-by case basis.

j. The pool is not available and access to the pool area by renter is strictly prohibited.

k. Chaperones are required for all youth functions involving persons under 18.

l. The Maintenance Supervisor or office representative will decide if the deposit is returned and advise the office to return their deposit.

The Snug Harbor Property Owners Association and its Board of Governors assume no responsibility for any accident or injury resulting from the use of the Clubhouse and common area recreational facilities and property. Members, families, and guests agree to make no claims against the Snug Harbor Property Owners Association and/or its Board of Governors for or on account of any injury, loss or damage to life, limb or property sustained in the use of the Clubhouse and common area recreation properties.

PROCEDURES:

SCHEDULING: The member hosting or sponsoring a function shall complete a Request for Use and Rental Form at least one week prior to use at the SHPOA Office. The function must be placed on the Association calendar by the office representative. All deposits, rental fees, and other fees must accompany the rental form.

RENTAL FEES: Will be paid when submitting the Request for Use. This can be split into two payments, deposit (\$100) and rental fee (\$150) plus table/chair fee, or after event and approved a refund of deposit will be issued.

CLEANUP: All users assume responsibility for reasonable cleanup in a timely manner following the event.

GENERAL INFORMATION:

- The Clubhouse holds a maximum of 330 people standing, 300 people in chairs, and 140 people at tables and chairs. (Fire Marshall regulation)
- Emergency Exits are clearly marked Main Hall dimension are approximately 50' x 32'.
- Check with the office to see current number of tables and chairs for rental. There is also a podium in the storage room.
- Access to the pool area is strictly prohibited.
- Decorations can be hung from the curtain rods. No tape, staples, screws or nails on any walls. Command hooks can be used on the fireplace mantel.
- Consumption of alcoholic beverages is only allowed in the Clubhouse with prior approval and appropriate insurance coverage (see item h above).

CLUBHOUSE USE CHECKLIST PRIOR TO EVENT:

- After reading this policy, you will review each item, and sign off on a checklist with the office staff that will set up all the items needed.
- Pick up Clubhouse key and door code from SHPOA office during regular business office hours.
- The kitchen is available for some use. The refrigerator, the oven for warming, the microwave and some utensils. All items used must be cleaned and returned to the appropriate area. (1.15.2023) The stovetop is not approved for use for events, only the oven.
- Be sure that when you schedule your event, the “start and end time” allows for adequate setup and shutdown times. Check the Clubhouse Rental calendar to ensure that you do not arrive for setup while a prior event is in progress. Conversely, make sure your shutdown process will be completed in time for an event following yours.

EVENT:

The thermostats for heating and air conditioning are locked and will be set by maintenance prior to any event. Do not leave any outside doors or windows open when AC or heat is on.

DVD/VHS is available in the Main Hall.

Do not use any Civic Association food or condiments that may be in either the Kitchen refrigerator/freezer or Storage Room. Back storage room is off limits to renters. That space is for Snug Harbor POA and Civic League.

AFTER EVENT:

Leave the Clubhouse as you found it!

The clubhouse shut down process must be completed immediately following the event. For late- night events, the Board or its representative may consider special request to allow the cleaning portion of the process to take place the next morning. This special request must be submitted with the rental application with a justification and commitment time for completion.

Clean tables. Maintenance will return to storage area along with chairs.

All ceiling fans and lights must be turned off after the event.

Cleaning supplies are located in a closet in the back corner of the men’s room.

Floors must be mopped as needed (including restrooms). Please leave all rooms in same condition as you found them.

Remove and dispose of all clubhouse trash and garbage (including rest rooms) the day of the event.

Wipe counter tops in Kitchen and Serving Room. All items used must be cleaned and returned to the appropriate area. This includes towels.

Pick up and dispose any trash/debris/cigarette butts outside of front doors, patio and lawn.

All outside doors and windows must be closed and locked. Lock all exit doors, including the deadbolt, put keys in an envelope and mark it “SHPOA Office”, and return to the office within 48 hours of use.

SNUG HARBOR PROPERTY OWNER’S ASSOCIATION REQUEST FOR USE OF CLUBHOUSE FORM

Name of Resident: _____ Name of Organization: _____

Date(s) for Use: _____ Time Frame Start Stop Type of Event: _____

Address of Resident: _____

Contact Information:

Telephone #: _____ Cell Phone #: _____ E-mail Address: _____

Anticipated Number of persons attending the event: _____

Number of persons attending living outside of Snug Harbor: _____

Do you need tables and chairs: Yes ____ Number of Tables ____ Number of Chairs ____ No

Are you going to be using the kitchen? Yes No

If the event is open to Snug Harbor Residents, wording for the post to Snug Harbor Facebook:

ADDITIONAL CLEANUP OR DAMAGE: If additional extensive cleanup and or repairs are required be on normal wear and tear shall be assessed at the cost of repair or replacement whichever is less. Member will be charged if the damages exceed the \$100 deposit.

RESPONSIBILITY/CLAIMS: The Snug Harbor Property Owner’s Association and its Board of Governors assume no responsibility for any accident or injury resulting from the use of the Clubhouse and common area recreational facilities and property. Members, families, and guests agree to make no claims against the Snug Harbor Property Owner’s Association and/or its Board of Governors for or on account of any injury, loss or damage to life, limb or property sustained in the use of the Clubhouse and common area recreation properties.

DATE PAID: _____ AMOUNT PAID: _____ Deposit ____ Rental _____

Civic League Check: _____ Amount Paid _____ Tables ____ Chairs

SIGNATURE OF BOARD OR OFFICE REPRESENTATIVE _____

I have read, understand, and will abide by SHPOA’s Rental Agreement and read and initialed the checklist.

Signature of Member _____ Date: _____

Snug Harbor Clubhouse Rental Checklist

The following are items to be initialed by Property Owner and After the Event by Maintenance

Name: _____ Date: _____ Date Initialed: _____

Property Owner	SHPOA	Pre- Event – Initialed by Property Owner and SHPOA Office
		Signed paper work and turned into the office at least a week before the event
		Event added to SHPOA calendar
		Deposit and payment received at least one week before the event \$250 (\$100 deposit and \$150 rental fee).
		The diagram for how tables and chair will be filled out and submitted at least 1 -2 weeks prior to the event.
		Once the diagram with tables and chairs use is complete, a check to be issued to Snug Harbor Civic League for the fee will need to be submitted 1 week prior to the event.
		Clubhouse Use Prior to the Event – Initialed by Owner and SHPOA Office
		Pick up Clubhouse keys and code from SHPOA office during regular business office hours
		Kitchen is available for some use. The refrigerator, oven for warming, microwave and some utensils. All items cleaned and returned to appropriate area. (Stove top use not allowed)
		Start and end time adequate for setup and shutdown. Be aware of any other events that that will not compete with your setup and shutdown.
		Event Reminders – Initialed by Property Owner and SHPOA Office
		Agree to pay any damage if it exceeds \$100 deposit
		Smoking is not permitted in the clubhouse
		Consumption of beer and unfortified wine (15% alcohol content or less), only allowed in Clubhouse with prior approval
		Kitchen can be used (only oven, not stove top).
		Pool and pool area is strictly prohibited
		Thermostats set by maintenance prior to any event. Doors and windows to remain closed when AC or Heat is on.
		DVD available in the Main hall
		Do not use any food or condiments in refrigerator, freezer or storage room
		No tape, staples or nails on walls. Can use curtain rods and command hooks on fireplace mantle.
		After Event – Initialed by Property Owner Before event– SHPOA Maintenance after Event
		Clean tables – cleaning supplies under the sink in the kitchen. A broom and dustpan will be available.
		All furniture to be put back as found. If you have moved anything, put it back.
		Floors swept or mopped as needed (including restrooms)
		Remove and dispose of all trash and garbage (including restrooms)
		Kitchen and serving room – counter tops cleaned, any spills cleaned up. All items returned to appropriate area including towels.
		Pick up and dispose of any trash, debris, cigarette butts outside front door, patio and lawn
		All windows and doors closed and locked. (Doors locked with knob and deadbolt.
		Keys returned to the SHPOA office within 48 hours of use.

Reviewed with Board or Office Representative _____ Date; _____

Deposit will be returned by check after the maintenance has completed the checklist for the after event.

SHPOA RENTAL AGREEMENT FOR COMMUNITY CLUBHOUSE NO TAPE, STAPLES, SCREWS, OR NAILS PLACED ON ANY WALLS FOR DECORATIONS. MAY USE THE COMMAND HOOKS ON FIREPLACE MANTEL. MAY HANG BANNERS AND STREAMERS FROM CURTAIN ROD TO CURTAIN ROD WITH STRING. ALSO NEED TO DRAW ON DIAGRAM HOW MANY TABLES YOU WOULD LIKE SO MAINTENANCE CAN SET UP WITH THE CORRENT AMOUNT OF CHAIRS REQUESTED. THERE IS A RENTAL FEE FOR TABLES AND CHAIRS TO THE CIVIC LEAGUE

