

Section 4 – CRHOA Rules and Regulations

RESERVING THE CLUBHOUSE

References: By-Law Article VIII, Section 1 and CCRs Article VI, Section 1.

Any Member of the Association may request exclusive use of the main floor of the Clubhouse for personal gatherings. Use of the clubhouse by Non-Members is not allowed.

Personal use does not:

- include gatherings for the benefit or activities of an incorporated organization, even if the Member is affiliated with that organization.
- limit other Members' use of bathrooms, weight room, pool or pool area.

Members and residents in good standing may request exclusive personal use of the clubhouse subject to the following conditions:

Limitations of Clubhouse Requests

- The Board of Trustees will review, for approval, all requests for use of the Clubhouse on holidays and holiday weekends.
- Parties for children and youth must maintain a ratio of 1 adult for every 10 children
- Fundraising activities are not allowed and admission cannot be charged except that the association is permitted to charge admission to groups or conduct fundraising activities to benefit the association.
- The clubhouse may not be requested in the name of the Member for a non-Member function.
- The Member granted permission to use the clubhouse must be in attendance for the entire time requested.
- Members are limited to reservations for groups of 40 to 80 once every calendar year.
- Groups of 80 or larger are not allowed. The Association is the only entity allowed to use the Clubhouse for activities involving more than 80 people.
- Reservations are limited to six (6) hours. The Association is the only entity allowed to use the clubhouse for more than 6 hours at a time.

Deposits

A damage deposit of \$100 is required for all events. The damage deposit check will be returned or destroyed, in accordance with the Member's wishes, after the clubhouse has passed inspection following the event. Any additional cleaning costs will be deducted from the deposit. Any

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damages in excess of the damage deposit will be charged to the Member and may affect future reservation requests.

Non-Refundable Fees

A non-refundable fee of \$50 will be charged for groups of 10 to 40 guests. A non-refundable fee of \$100 will be charged for groups of 41 to 80 guests. Both the fee and deposit must be submitted at the time of reservation.

Cleaning

Members are responsible for cleaning the clubhouse after the event in accordance with the clean-up check list provided in the Clubhouse. Cleaning equipment and supplies are provided by the Association.

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CRHOA - Clubhouse Reservation Request Form

This request is for exclusive use of the clubhouse. Exclusive use applies only to the main floor area and does not limit other Members' use of bathrooms, weight room, pool or pool area. To request the clubhouse:

1. Check CRHOA calendar on-line at goo.gl/K1C5Ax for availability.
2. Deposit this form and two checks (Appropriate fee and \$100 deposit) in the Clubhouse reservation box.
3. Email clipperridge73@gmail.com to verify the date is confirmed for your event.
4. If serving liquor, ask the Washington State Liquor Control Board if a Banquet Permit is required.

Today's Date: _____

Member's Name: _____
Request may be made by Member for personal use only

Address: _____ **Phone:** _____

Event Date: _____ **Event Time:** _____ **to** _____
(6 hours or less)

Number of guests expected: _____

10 – 40 Attendees:

- Fee \$50
- Deposit \$100

41 – 80 Attendees:

- Fee \$100
- Deposit \$100
- Requires Board approval
- Members are limited to one event this size per year

Conditions:

- **Deposit** will be returned or destroyed, according to Member's wishes, when the clubhouse has been inspected and approved after the event. Any damage or additional cleaning costs will be deducted from the deposit. Damage in excess of the deposit will be assessed to the Member.
- **Cleaning** of the clubhouse after the event is the responsibility of the Member.
- **Member reserving the Clubhouse must be present** at all times during the event
- Parties for **children** and **youth** must maintain a ratio of 1 adult per 10 children
- **No fundraising** activities are allowed and admission cannot be charged.

I agree to abide by the conditions of CRHOA's Clubhouse Use Policy, and I accept responsibility for any damage or cleaning costs resulting from this event.

☐ **Please destroy my deposit check after inspection is completed.**

☐ **Please return my deposit check after inspection is completed.** *(A self-addressed, stamped envelope must be provided with this reservation)*

Member's Signature

Date