

Rules and Regulations for Use of the Clubhouse

1. The clubhouse is for the use of association members and their guests. The association member must be current in his/her assessments and be present at all times during their function.
2. The clubhouse must be reserved at least two weeks in advance by the responsible association member and will be reserved on a first come first served basis. The reservation contract must be approved by 2 board members and signed by the responsible association member. Primary board member approvers are the President and the Vice President. At this time, if the function is not a CCEHA sponsored activity, or the majority of the participants are not CCE association members, a security deposit of \$100 and proof of liability insurance will be required.
 - A non-refundable fee of \$25 will be charged per single occurrence to cover the cost of utilities and use of equipment. (Coffee, soda and other items stored in the kitchen for use by the Activities Committee are not included).
 - The \$25 fee per single occurrence will be waived if a majority of those in attendance are CCE association members. If damages are incurred, a fee will be assessed.
 - The security deposit of \$100 will be refunded shortly after the event providing there has been no damage or necessary cleaning. Repair of damage beyond the deposit will be charged to the responsible association member and must be paid within two weeks.
3. All association members and guests using the clubhouse do so at their own risk. Country Club Estates Homeowners Association is not responsible for the supervision of any person using this facility. The Association disclaims any and all liability for any accident or injury in connection with the use of the clubhouse by association members, their families or their guests. The responsible association member signing the contract is required to be present during the entire duration of the function to provide oversight.
4. Access to the clubhouse will be provided by the responsible association member who is required to be in attendance.
5. Smoking is expressly prohibited in the clubhouse at all times.
6. Association Members and their guests agree not to use tacks, staples or tape on the walls or ceilings during clubhouse use.
7. All music must be contained within the clubhouse and played at a volume not disturbing to neighbors. Residents may forfeit deposit if the Deming Noise Ordinance is violated.
8. All functions must end by no later than midnight.
9. Furniture and equipment may not be *removed* from the clubhouse for use elsewhere. During the activity the association member who rents the clubhouse may use whatever furniture and equipment is in the clubhouse. All furniture and equipment must be returned to its original position or storage place.
10. No pets are allowed in the clubhouse. Service animals are the exception.

11. The responsible association member reserving the clubhouse is responsible for the behavior and actions of all attendees, guests and visitors at the function.

12. Floors should be swept, kitchen and bathrooms cleaned, windows closed, air conditioning turned off, lights turned off, trash removed and all of the doors locked when leaving. The clubhouse must be in original condition at the conclusion of the event.

13. An association member may not reserve the clubhouse for their own financial gain or commercial purposes.

14. If there are abuses to the clubhouse privileges according to the rules posted or by the discretion of the Homeowners Association, the responsible association member will receive a written warning. A second offense will result in the responsible association member's privileges being revoked for a time period to be determined by the Board of Directors.

15. For any function, per the Fire Department, the number of people can not exceed the posted capacity according to the fire code.

Procedure to Reserve the Clubhouse Facilities

- I. Association Member will contact a board member – primary contact is the President or Vice President to request usage of the clubhouse. Reservation may be made up to a maximum of six (6) months in advance.
- II. The CCE Club House Usage Agreement will be signed by the responsible association member, reviewed by two board members and if the event requested is within the stated clubhouse rules, they will approve the agreement. The event will be posted on the community calendar.
- III. When the security deposit of \$100.00 is required, the responsible association member will make a check payable to Country Club Estates Association.
- IV. The security deposit may be retained by the association as part payment of any expense for cleaning, damage and/or loss to the association property. If the deposit is not sufficient to cover the fair value of such cleaning and property, then the responsible association member will be responsible to reimburse the association for any additional expense as determined by the board.
- V. The security deposit is refunded when the following occurs:
 - a. The club house facilities and property are inspected for damage or loss by a board member and found in acceptable condition.
- VI. When the non-refundable \$25.00 fee (for utilities usage) is required, a separate check from the security deposit made payable to Country Club Estates Association will be submitted by the responsible association member.
- VII. At the conclusion of the event (or each single occurrence) the CCE Club House Usage Agreement is signed (again) acknowledging condition of clubhouse and property.

CCE Club House Usage Agreement

(Reoccurring Event Contract is valid only within the signing year.)

Responsible Association Member: _____

Phone Number: _____

Event Name: _____

Purpose: _____

Time Requested: _____:_____ to _____:_____ (both must be specified)

Date(s) Requested: _____

One time Event: _____

Recurring: _____

Attendees:

Majority of attendees are CCE members

for each occurrence? YES NO

If YES, sign form and submit! If NO, there is a \$25 fee for each occurrence!

CCE Association sponsored event? YES NO

If NO, there is a \$100 deposit required

I am the responsible association member. I have read and agree to abide by the CCEHA clubhouse rules for the event above: To the best of my knowledge, the information provided is accurate.

(Signature)

Amount fees submitted: _____

Deposit Submitted: _____

Proof of Liability Insurance _____

Deliver to President or Vice President for handling

Approval: _____

(Signatures)

Post Event Processing:

Condition of Clubhouse Satisfactory Unsatisfactory

Comments: _____

Deposit refund: Yes No

Amount: _____

Date: _____ Signature: _____