

Resolution #3

ORCHARDS HOMEOWNERS ASSOCIATION CLUBHOUSE RULES AND REGULATIONS

1. The Clubhouse is maintained by the Orchards Homeowners Association for the exclusive personal use of the Orchards Homeowners so that they may hold social events.
2. Smoking is permitted outside only. Alcohol is not permitted outside the building. Absolutely no underage consumption will be permitted.
3. The use of the Clubhouse may not be booked in advance for more than three (3) consecutive months and may not be used for profit, to include any type of “fund raising” activity, nor can the Homeowner charge a fee to the public in its use.
4. The Clubhouse will not be reserved for any outside party except by special permission of the Board of Directors.
5. Use of the overhead projector requires a prior training. The remote control unit is to be used only to turn on and off the projector, if there is an issue with the settings, contact the office. Please raise and lower the screen slowly. The emergency door on the side has a pull down shade to darken the room. The remote and cord for hookup to a laptop are in the office. Please let the office know if you want to use it and get the equipment when getting the key.
6. It is recommended that reservations be made at least thirty (30) days in advance, but later approval may be given if the Clubhouse is not being used.
7. Persons who reserve the clubhouse regularly, either weekly or monthly, should be prepared to give up an occasional reservation in favor of a one-time user request.
8. The Orchards Homeowner that reserves the Clubhouse is responsible for maintaining the Clubhouse and will be responsible for any damage to equipment or Clubhouse property. Please also read the Liability Waiver included with the Rules and Regulations.
9. **No candles are allowed except Birthday Candles placed on cakes. Hanging of decorations is not permitted in the Clubhouse.**
10. There is a \$100.00 refundable reservation fee due upon signing of this agreement and receipt of the Clubhouse keys. It is suggested that a donation be made to the Orchards Homeowners Association such as \$1.00 per person in attendance to cover the maintenance costs of the Clubhouse.
11. Furniture, tables, chairs and appliances must be kept in good condition, used for the purpose intended (do not sit or stand on the tables) and left in the same place as before use. **At no time are the tables to be folded or stacked against a wall. Also, the chairs should not be stacked but placed where they were at the tables. If you change the set-up of the tables, be sure to return them to their normal positions before leaving. Please do not drag the tables as this will bend and break the legs and mark the floor.** Excessive weight on the center of the tables causes them to bow and eventually break.
12. All trash must be removed from the premises. No food or beverage should be left in the refrigerator (except containers marked “Clubhouse Committee”).

13. Minimum supplies are kept at the clubhouse for your use. These include: paper towels, toilet paper, hand soap, cleaning supplies and trash bags (kitchen bags for the small can and large black bags or the large garbage can).
14. There are also small plastic bags for the bathrooms and should be removed with the other trash. The bathrooms should be clean when you leave. Brushes and cleaning supplies are in each bathroom. Supplies of toilet paper and tri-fold towels are in the bathroom cupboards. The key to fill the wall containers of towels is on the refrigerator.
15. The floor is to be swept, dust mopped, and any black marks and spills wiped up. The floor is to be cleaned before leaving. Instructions are on the refrigerator.
16. Temperature control settings are to be returned to the original setting before leaving as follows: Summer – air conditioning off; Winter – set heat control to 60 degrees. Do not change the setting on the water tank.
17. The key should be returned to the drop box outside the Clubhouse. If everything is clean and there is no damage, your check will be shredded unless you request its return. NOTE: Under no circumstances shall any Clubhouse key be duplicated, except by determination of the Board.

I _____, have read and received a copy of the above Clubhouse Rules and Regulations and the Liability Waiver.

Signed: _____
Orchards Homeowner

Dated: _____

Revised 3/13/12
Revised 9/24/16
Revised 10/18/17