

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. **Occupancy is limited to 40 individuals due to safety precautions.**
2. No smoking, vaping, or any tobacco use is permitted in the Clubhouse. 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. For use of the overhead projector, please contact the Office for permission and training.
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. The kitchen will be limited to the use of the refrigerator, stove, oven, and microwave only. The cabinets are off limits. You will need to bring your own paper goods, i.e., cups, plates, bowls, napkins, serving plates, etc, as well as cook ware (pots and pans, etc.,) along with a coffee maker, coffee, and condiments. **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 key. 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 (heating and cooling) 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.

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 should be for the small can and large black bags should be for 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. You are required to pay an \$80.00 non-refundable fee by check, to deep clean and sanitize the Clubhouse after using it. This payment will be made when you receive the Clubhouse key.
18. The key should be returned to the drop box outside the Clubhouse. If everything is clean and there is no damage, your \$100.00 check for the refundable reservation fee, 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
- Revised 04/20/2022