

## **The Pines Condominiums Clubhouse Rules and Rental Information**

All owners and renters are obligated to adhere to these rules. Please read them and become familiar with them. It is your responsibility to see that your guests abide by these rules. These will enable all residents and their guests to enjoy and appreciate the benefits of the clubhouse. Everyone is expected to treat the property with care, courtesy, and respect.

### **Reserving the Clubhouse**

Reservation requests can be made by contacting Blue Arrow Property Mgmt. Owners may not rent the clubhouse if account is in arrears (dues, fines, etc.).

Reservations can be made up to 30 days in advance. Paid reservations take precedence over unpaid in the event of a scheduling conflict. All requests for reservations, no matter the group size, must complete the reservation form with Blue Arrow Property Mgmt.

For renters, the owner of the unit must reserve the clubhouse and accept responsibility for any liability arising from renting the clubhouse.

### **Fees and Deposits**

For ALL PAID clubhouse rentals, a separate, refundable **\$75** security deposit is required. The deposit will be returned after the clubhouse has been inspected and everything is clean and no damage is discovered.

- For groups of 1-10 people, there is no charge to rent the clubhouse.
- For groups of 11+, there is a **\$50 fee** to rent the clubhouse.

### **Areas included in rental of clubhouse:**

- Social/living room
- Dining area
- Pool table/game room
- Two restrooms
- Kitchen

### **Areas NOT included in Clubhouse rental:**

- Exercise Room
- Pool and patio area (when the pool is closed for the season, this area is completely off limits)
- Guest room and adjoining bathroom (the guest room can be rented for an additional \$40/night. If you are renting the guest room, you must furnish your own linens, towels, washcloths, and soap). The owner is required to ensure the bedroom and bathroom are cleaned after use.

### **Rules:**

- All children under the age of 18 must be accompanied by an adult at all times.
- No owner may reserve the clubhouse for use by a non-resident, business, social, or charitable organization. The clubhouse is only for parties and meetings for Pines residents.
- The owner who rented the clubhouse assumes all liability for any damage to the clubhouse, contents, and surrounding areas during their reserved functions.

- The resident who reserves the clubhouse must be present at all times during its use.
- No animals are allowed in any part of the clubhouse/pool area.
- Do not use the fireplace in the clubhouse.
- Smoking is prohibited inside of the clubhouse.
- Please remember to clean up before you leave (please complete the checklist on kitchen bulletin board).
- The pool table should only be used by those who properly care for it. Do not place drinks or anything else on the pool table.
- Leave a minimum of 2 parking spaces open in front of each building. Guests may not park in reserved or marked spots, or in carports or garages.
- The maximum number of people allowed in the clubhouse is 65. Capacity is set by the Fire Marshall.
- Closing time for the clubhouse is midnight. All persons should vacate by that time.

**The Pines Condominiums  
Clubhouse Rental Checklist**

**Checklist to complete after using the Clubhouse:**

CHECK WHEN COMPLETE (owner)	CHECK WHEN INSPECTED (Board member)	CHECKLIST ITEM
		Make sure the thermostat is set to correct settings (63° for heat; 83° for A/C)
		Make sure the oven is turned off
		Remove all food from premises (including food in the fridge and freezer)
		Furniture properly arranged
		Floors swept/mopped
		Sink/counter/dishes cleaned
		Restrooms cleaned
		No tape or marks on wall/counters/windows
		Pool cues and balls returned to their proper places
		No damage to walls/furniture/any other part of the clubhouse
		Turn off television
		Empty all trash and deposit in dumpster (including bathrooms and kitchen trash cans)
		Blinds pulled down, closed, and straightened
		Turn off all lights
		Lock all doors

Please complete, sign, and hang this checklist on clubhouse bulletin board in the kitchen, and notify the property manager that you are done. If the clubhouse inspection is approved, you will receive your deposit back.

Sign here when checklist complete (owner): \_\_\_\_\_

Sign here when inspection complete (Board Member) \_\_\_\_\_