

# Adams Ridge Clubhouse Rental Policy Clubhouse Rules

Amended: January 27, 2010

Effective Date: February 1, 2010

**Whereas**, the Clubhouse at Adams Ridge is administered under the direction of the Board of Directors (hereinafter, the Board) of the Adams Ridge Homeowners' Association (hereinafter, the "ARHA")

**And, Whereas**, the Clubhouse is provided for the use of the residents or a person or group sponsored or by a resident approved by the Board (hereinafter, resident(s) or homeowner(s) of the Adams Ridge community and their guests, at the discretion of the Board of Directors, and is available for, among other things, weddings, receptions, family gatherings, social events, ARHA events, banquets and meetings;

**And, Whereas**, the Clubhouse facility is rented to the residents of Adams Ridge as a service to the residents and as a means of generating funds for the management and operation of the recreational facilities of the ARHA;

**Now, Therefore**, in order to better manage and operate these facilities, and in an effort to provide, and necessarily regulate, recreational opportunities to the community, the Board of Directors of the ARHA, hereby establishes general policy guidelines for the use of the Clubhouse, as follows:

## 1. Rental

- a. Space within the Clubhouse will not be leased or rented to a fixed commercial business. (The term "fixed" means a commercial business that requires a dedicated space of any size, including storage space, that would prohibit the use of the space by others who may rent the Clubhouse); must either be a resident of Adams Ridge or a member of the Homeowners Association.
- b. The Board of Directors and /or their designee retains the right to refuse to rent to any group or individual; and all areas designated herein.
- c. The Clubhouse will not be rented to anyone under the age of 21. Events involving minors must be supervised by the appropriate number of adults; Children **must** be supervised at all times & are not permitted to run & jump in the building. Children are to be kept in the area that you are renting & not permitted to disturb others who are renting in the building.
- d. Rules and regulations regarding rental of the Clubhouse for specific single events will be promulgated from time to time by the Board. A copy of the current Rules and Regulations are attached hereto as Appendix 1.
- e. The Adams Ridge Clubhouse **can not** be rented to any residents that are delinquent more than 30 days or are not in good standing with the Homeowners Association.

## 2. Maintenance

Clubhouse maintenance is a constant and yet necessary item. The Board will provide for maintenance of the facilities and surrounding grounds as needed to the fullest

extent possible based on availability of funding. Renters are required to clean and maintain the Clubhouse premises (including Parking areas) during and at the end of the rental.

### **3. Rental Areas**

The rental areas of the Clubhouse for one-time events are defined as follows:

A. Area "A" includes the main entrance, large gathering room, upstairs kitchen (which will be shared if Area "A" & "B" are both rented separately) and the upper deck.

B. Area "B" includes the main entrance, fireplace room and the upstairs kitchen. (which will be shared if Area "A" & "B" are both rented separately)

C. Area "C" refers to the downstairs large TV room and downstairs kitchen.

D. Area "D" refers to the swimming pool and it's fenced in grounds, which may be rented separately or as part of a rental of Area A, B or C.

### **4. Deposits**

The following deposits shall apply to all renters, and shall be paid within 10 days of booking the reservation; there will be no exceptions unless set forth in Paragraph 7 below.

- A. A \$200.00 rental holding and damages deposit will be required of all renters. This deposit will be refunded if no damage occurs to the facility, the facility is cleaned and no law enforcement officer is summoned to the event. If a law enforcement officer responds to a call to the Clubhouse and/or parking areas, the entire deposit will be retained and not refunded. A check for the rental will also be due at this time. Fees vary on room rentals; please see Clubhouse rental form for total due.
- B. Room cancellation - A \$50.00 fee will be assessed if the rental is not cancelled within 14 days of the reserved rental date.
- C. All checks in payment of deposits will be cashed promptly and will be promised proof of rental. All refunds will be issued by check from West Point Community Management.
- D. All checks received for payment must be made payable by the resident or a member of the Homeowners Association of Adams Ridge. At no time will cash be accepted as payment.

### **5. Rental Fees**

Area A & B rented together at the same time will have a \$125.00 fee.

Area "A" will have a fee of \$100.00 plus a security deposit of \$200.00 will also be required.

Area "B" will have a fee of \$50.00 plus a security deposit of \$200.00 will also be required.

Area "C" will have a fee of \$60.00 per day. Hourly rental fees are \$10.00 an hour plus a security deposit of \$200.00 will also be required, which may be booked Monday through Thursday only.

Area "D" will have a fee of \$40.00 for one hour or \$75.00 for two hours. Rentals of Area "D" are solely during the hours from 8 pm to 10 pm during pool season.

The cost will be determined at the beginning of the pool season and is subject to change by Management.

- Use of false pretenses in order to rent the Clubhouse including but not limited to procuring rentals for non-residents or for profit entities, whether the rental is for free or for charge, is grounds for all deposits to be retained by the Board and shall constitute sufficient basis for the Board, at its discretion, to terminate all rental privileges of any resident involved in procuring such a rental of the Clubhouse.

## **6. Payments**

- A. One check is required from the resident renter and is made payable to the Adams Ridge Homeowners Association.
- B. All deposits and rental fees are due and payable no later than 10 days after booking the function or reservation will be forfeited. NO EXCEPTIONS!

## **7. Free use of the Clubhouse**

The Clubhouse areas in the downstairs lower level may be used free of charge for a one-time and in some cases, for recurring activities, at the discretion of the Board of Directors by the following organizations, among others:

- A. Public Safety organizations including the Fire and Police Departments;
- B. Charitable and Non Profit Organizations;
- C. Other groups deemed appropriate by the Board of Directors potentially including, but not necessarily limited to:
  - I. All committees coming under the auspices of the ARHA Board including, but not limited to, the pool committee, the recreation committee, the architectural committee, and the audit committee;
  - II. Recognized community non profits or charitable groups within Adams Ridge.
- D. All individuals charging a fee for attendance or participation at an event or activity at the Clubhouse shall pay a fee for rental. A fee may be charged by charitable, non profit and public safety organizations, at the discretion of the Board. In certain cases the Board may, at its discretion, choose to lower rental fees, or enter into other fee arrangements, for certain activities or events if the activity or event is deemed by the Board to be of sufficient value to noticeably enhance the quality of life for the residents of Adams Ridge.
- E. For profit entities and individuals engaging in rental for the purpose of a profit making event are prohibited from obtaining free rentals either directly or indirectly, including through a resident of Adams Ridge.
- F. Free rentals are subject to the standard \$200.00 security deposit described in Paragraph 4, which will not be cashed unless the Clubhouse is left in disrepair, in an unclean condition, damage is done to the facility, or law enforcement is called to the premises.
- G. Free Rentals are subject to cancellation by the Board or, as its agents, by representatives of the community management company, if a paying

rental reservation is requested and paid in full 14 or more days in advance of the rental date. Any such cancellation is at the discretion of the Board. Free rentals are very limited and subject to Board approval.

### **8. Liquor Laws**

All renters must obey all federal, state and local laws. The renter bears the responsibility to ensure that all such laws are obeyed. It is strictly forbidden to serve alcohol to minors under legal drinking age or to a visibly intoxicated person.

### **9. Entertainment**

Entertainment provided by renters of the Clubhouse facility must be maintained within reasonable levels, so as not to interfere with residents living in Adams Ridge. All entertainment must conform to all federal, state and local laws and ordinances. There will be no outdoor music permitted, whether by live performers or otherwise, unless otherwise previously approved by the Board. The renter bears the responsibility to ensure that all such laws are obeyed.

### **10. Closing Hours**

All functions at the Clubhouse will cease no later than 2:00 am, at that time the Clubhouse must already be cleaned and exited by the renter and guests. An alarm will go off if anyone remains in the building past 2:00 am. You as the renter are responsible for paying the fee if said happens.

### **11. Doors & Windows Closed**

Doors & windows must remain closed & locked due to heating & cooling the building as well as the alarm system. If the alarm is triggered during your rental you are responsible for any fines or fees associated with the response by ambulance, police or fire departments. The fine is set at \$200.00. The fine also includes false alarms. Renters shall not alter the thermostat and/or temperature settings.

### **12. Trash Removal**

All Clubhouse users are responsible for removal of their trash, including trash in the bathrooms and kitchens, and the clean up of the areas they rented including vacuuming and clean up of spills. Trash receptacles are located either in the parking lot or on the side of the Clubhouse.

### **13. Tables & Chairs**

All renters are responsible for the set up & breakdown of tables, chairs & any decorations used during your party. Tables & chairs must be properly returned to the front hallway. Tables must be wiped clean & neatly stacked. Chairs must be folded & returned to the chair racks.

**The following is a list of tables & chairs that are available for each of the rooms of the Clubhouse. We ask that they remain where they are found & not moved throughout the building. If more tables are needed for your party they may be rented from an outside source. Any rentals brought in must be removed from the building when your rental is over. Failure to do so will result in forfeiture of your security deposit.**

## **Upstairs**

**There are a total of 13 60” round tables shared between the large gathering room & the fireplace room.**

**There are a total of 10 8’ banquet tables & 3 6’ banquet tables shared between the large gathering room & the fireplace room.**

**There are a total of 100 chairs to use between the large gathering room & the fireplace room.**

## **Downstairs**

**There are a total of 6 8’ banquet tables & 3 60” round tables.**

**There are 65 chairs.**

### **14. Smoke Free Environment**

The Clubhouse has been designated as a smoke free environment. No smoking is allowed anywhere inside the building. Smoker’s posts are located on the front porch and the lower level walkway for your convenience.

### **15. Glass Bottles**

Glass bottles are prohibited on the upstairs deck area and in the pool area.

**Do Not** throw or drop anything over the balcony on the deck to the pool area below.

### **16. No Pets**

Pets are **not** permitted in or around the Clubhouse area.

### **17. Grilling**

No grill cooking is permitted on the deck area. Grill cooking may be done on the concrete area adjacent to the Large Gathering Room. Grill cooking may also be done outside the basement area in front of the garage area. The Clubhouse does not provide a grill for rental. Please bring your own.

### **18. Signs**

Any informational or directional signs placed on the property **MUST** be removed the same day of the party. This also includes the marquee in the front of the Clubhouse.

### **19. Emergency Contacts**

In the event of an emergency on your party date please contact West Point Community Management at 412-833-2555 & listen to the recording with additional instructions. Also posted on both entry doors are cell phone numbers to reach us over the weekend if there is a problem with a rental. Merrilyn can be reached at 412-812-1842 or Amos can be reached at 412-812-6824.

### **20. Clubhouse Furnishings**

(Which includes & is not limited to): The furniture in the fireplace room, any & all decorations, fichus & Christmas Trees. Tables & chairs provided by the Clubhouse for your rental. Removal &/or displacement of the mentioned items may result in forfeiture of future Clubhouse rentals. Please be respectful of the Clubhouse & its items held within, remember your maintenance fees are used for the upkeep, please help keep it beautiful.

Signature of Renter: X \_\_\_\_\_

Date: \_\_\_\_\_

Office Manager: \_\_\_\_\_