

Carlyon Beach Homeowners Association

Use of Clubhouse

Subject: Policy regarding general use and rental of Clubhouse Facility.

Purpose: To inform potential users about procedures and fees for the use of the Clubhouse facility.

Effective Date: January, 2024

Eligible Users and Capacity: Only Members (Owners) in good standing may use or rent the Clubhouse facility. Members may invite non-Member guests but the Member must be in attendance at all times. Tenants are not considered as Members and may not use or rent the Clubhouse without a Member in good standing in attendance. Clubhouse capacity is limited to 50 people maximum.

Official Use

The CBHA Board of Directors determines the use of the Clubhouse. Use of the Clubhouse for official activities such as board meetings, committee meetings, office management, and events takes priority over all other uses. The Board determines the policies and ensures all activities are conducted in a safe manner.

General Use

Appropriate Use:

- The Clubhouse is only available for personal, group, social or recreational activities. No commercial activities are allowed.
- The Clubhouse is a shared facility available on a first come first served basis. If others are using the space, please find an area where all can be comfortable using the facility or come at a different time.
- Members may not solicit or receive money or donations for any activities in the clubhouse.
- All activities must be conducted with safety in mind.

Available Time:

The Clubhouse is available for free to Members during office hours unless otherwise used by Board, Committee, or Rental users.

Maintenance:

Members must leave the Clubhouse in a clean, orderly fashion (See Cleaning Checklist). Members may use the kitchen but are not allowed to use any consumable pantry items. Any kitchen items used must be cleaned and replaced in their proper location. Members must ensure the building is secure and that the doors are locked if they are the last to leave the facility.

Damages:

If the facility is damaged or left unclean, the Member will be assessed appropriate fees to include all costs to repair including labor and loss of usage revenue.

Parking for Guests:

If Members invite guests to use the Clubhouse, they must arrange for guest parking stickers.

Sign-in: All attendees must sign-in with name and phone number.

No Pets**No Smoking or Vaping**

No BBQs or open flame cookers may be used inside, in front of the Clubhouse or on the deck.

Defibrillator: There is a defibrillator available for emergency use. If it is necessary to use it, you must call 911 to dispatch the EMT and report to the CBHA emergency number as directed by the office.

Incidents: If there is an incident at the Clubhouse such as an unruly guest, uninvited guest(s), injuries, fire, etc, please report to the CBHA emergency number as directed by the office and call 911.

Community Classes

If a Member would like to offer classes as a community service for residents (owners and tenants) they may do so at no charge. All of the policies above apply. In addition:

No Compensation: Classes are strictly voluntary. Leaders may not solicit or accept fees or donations. Hosts may accept reimbursement for materials provided and wear and tear on equipment.

Qualifications: Class leaders must inform attendees of their certifications or qualifications to lead the class if any.

Scheduling Priorities: Classes may be scheduled whenever the Clubhouse is not otherwise reserved. Board, committee meetings, authorized events, and rentals will take precedence. Please notify the office to schedule classes. Classes may be scheduled to repeat regularly. In case of scheduling conflicts reasonable attempts will be made to accommodate all users. Ample notice will be given to reschedule if necessary.

Class Description: Class leaders should provide a description of the class offered to the office. Upon request, class information will be posted in the newsletter or on the community bulletin board as a community service.

Safety: All classes must be conducted in a safe manner. For example, exercise classes should be low impact, and craft classes should not include volatile or dangerous materials or equipment. It is highly recommended that class leaders be CPR certified and be familiar with the use of the defibrillator.

Clubhouse Rental

If a Member wants exclusive use of the public areas of the Clubhouse, the space may be rented. The Clubhouse may be rented between 8:30 am and 11 pm daily subject to scheduling availability. In addition to the General Use policies above, the requirements below apply:

Non-Commercial use: Members may not solicit or receive money or donations for any activities in the clubhouse. However, Members are permitted to host a team building or social event for a business the Member is affiliated with. Hosts may accept reimbursement for materials provided and wear and tear on equipment.

Indemnification: Members must sign a statement to indemnify and hold harmless CBHA from any loss or injury while using the facility. Amount to be determined by CBHA insurance provider

Licensing and Permits: Renting Members are responsible for obtaining any special licenses and permits required by law such as Liquor Licenses, Banquet Permits, or any other applicable permits. The issued permits must be submitted to the office at least 5 days prior to the event and posted as required during the event.

Please remember:

- No sales, service or possession of alcohol to persons under 21 years of age or intoxicated persons
- No disorderly conduct at the event
- No consumption of alcohol between 11:00 pm and 8:30 am.

Deposit: A refundable deposit of \$300 will be charged, and must be delivered to the office, in advance, via check or cash at the time of the rental reservation. If there are no damages and the clean-up guidelines are followed, the deposit will be returned to the Member within 14 days of post event inspection. If there are damages, all or part of the deposit will be withheld. If damages exceed the amount of the deposit, the Member will be assessed the additional costs.

Non-refundable Fees: Member will be charged the following non-refundable rental fees for the use of the facility:

	1-30 people	30-50 people
1-3 hours	\$50	\$80
4-6 hours	\$80	\$150
6-8 hours	\$125	\$300
Over 8 hours	\$25 per hour	\$25 per hour
Set up and Clean up time allowed	1 hour before and after	2 hours before and after

Application

Name of Event _____

Member Name _____ (Please print)

Member Address _____ Phone Number _____

Event Date _____ Event Start Time _____ Event End Time _____

If repeated event (class), please specify frequency and preferred day\times _____

Estimated number in attendance _____

Activities: please specify _____

Check all that apply:

Food Truck Liquor Served Banquet Permit required Other Permit

I have received and read the Washington State Liquor Control Board information regarding Special Occasion Licenses and Permits and agree that if a Liquor License or Permit is necessary I will obtain the proper licenses. _____ Initial

Prior to the event it is the responsibility of the renting Member to request a key code for the facility. Key code for the lock will be issued (during office hours only) at least one business day prior to the event. The code will be changed after the event.

Member Signature

Date

CBHA Approved by

Date

CBHA Clubhouse Cleaning and Usage Checklist

A Member in good standing must be present whenever the Clubhouse is in use. The Member is responsible for adherence to the use and cleanup requirements. Date of use _____

General

- Events must be conducted safely and in accordance with CBHA policy
- Do not use any consumable pantry items (coffee, sugar, condiments, paper goods etc.)
- Use no nails, thumbtacks, staples, or tape on the ceiling tiles
- No nails, tacks or staples on walls. Scotch tape only on walls, windows and woodwork
- Do not drag furniture across the carpet. Lift when moving
- Return all items to proper storage location
- Use equipment carefully to avoid damage

Cleaning

All Cleaning below must be completed regardless of who made the mess. Please leave the Clubhouse better than you found it. Circle items below as tasks are completed.

- ✓ Remove anything you taped to any surface and remove tape residue
- ✓ Wipe table surfaces
- ✓ Wipe chairs as needed
- ✓ Wipe whiteboard
- ✓ Return furniture and items used to proper storage locations
- ✓ Vacuum meeting room floors (vacuum is located in the women's restroom)
- ✓ Sweep and mop kitchen floor (broom/mop/bucket in kitchen closet)
- ✓ Clean sink/stove countertops (supplies under kitchen sink)
- ✓ Clean both bathrooms (supplies under sink in men's bathroom)
- ✓ Gather all trash and recyclables from all rooms (bags in men's bathroom)
- ✓ Place trash and recyclables in outside containers. Replace trash bags
- ✓ If recycle container is full, place the bag outside near the recycle bin

Departure

- ✓ Turn off stove, oven, and unplug all small appliances (except microwave). Double check
- ✓ Remove event items (if any) from refrigerator or other location(s) and take away
- ✓ Double check completion of cleaning checklist
- ✓ If there has been damage, please explain, and describe on the back of this sheet. Photograph
- ✓ Place lost and found items near office door and make note on the back of this sheet
- ✓ Leave this signed checklist on the kitchen counter
- ✓ Turn off lights when leaving
- ✓ Ensure ***all*** doors are locked and secure when leaving
- ✓ Next business day, contact office at 360-866-0717 to arrange for inspection and deposit return

I have completed the cleaning checklist and verify that tasks are completed as required.

Name _____

Phone number _____