

NORTHTOWN HOMEOWNERS' ASSOCIATION, INC.

Clubhouse Use Policy

Revised –12/12/17

1. Definitions:

A. **“Clubhouse”** here refers to the Northtown Common Area Community Center Facility building's exterior surfaces and under roof structures that includes ADA Accommodating [but not ADA Compliant] Restrooms and the secured Office of the Northtown Homeowners' Association, Inc. This definition specifically does not include any surrounding land or structures beyond the four building entry areas.

B. **“Use Fee” areas** of the Clubhouse refers to the main hall, stage, sound room, kitchen facilities, storage areas, billiard/exercise room and the southwest multi-use room which may be reserved. Each contract for use shall specify which areas are to be used, as extra use fee charges for each may apply.

C. **“Exclusive use”** refers to large space events [such as dinners, parties and dances] and must be scheduled and contractually reserved through a board elected Clubhouse Manager or board approved “Event Coordinator” [... both, hereafter referred to as, “authorized representative”].

1. Such board-authorized representative shall coordinate with the Corporate Secretary to maintain, post and publish an annual calendar of dates scheduled for the reserved use of Clubhouse areas.

2. In the absence of any such authorized representative, the Clubhouse may NOT be scheduled, reserved nor advertised for such exclusive uses without board approval.

D. **“Sponsor”** shall refer to the owner requesting use for themselves, their tenant or for a ‘group’ of which the sponsor must be a currently recognized member and attending the scheduled event.

E. **“Event Coordinator”** refers to a Northtown resident whose duties shall include the following:

1. Adhere to, inform and enforce the rules and procedures presented in this document;
2. Receive and process all requests for Clubhouse Reservations and Exclusive use:
 - a. Present and insure all requesters are provided with a copy of these rules;
 - b. Cause completion of a Clubhouse Exclusive Reserved Use – Application / Contract Form;
 - c. Submit Applications and Deposit/Fees Checks to the Association Office for approvals;
3. Insure 4 main entrances are unlocked **prior to** and all doors secured **after** each contracted use;
4. Report damages / un-cleaned areas at the end of each use to the Secretary for board follow-up.

2. General Rules: Violation of any of the following may immediately cease and/or cancel any event and/or result in owner fines and/or retention of \$25 from the security deposit for each:

- A. Under NO circumstance may the Restroom, Office nor ANY Building Doors be blocked by any use.
- B. Total building attendance is restricted to 125 persons (fire code). Southwest room maximum is 40.
- C. Noise levels shall be controlled so as not to disturb nearby residents at any time. Further “Quiet time” begins at 9:30 PM, without exception.
- D. Parking shall be limited to the lots adjacent to the building. Driveways shall not be blocked !
- E. Common sense fire and safety precautions shall be followed at all times. NO OPEN FLAMES !
- F. Temperature Control devices are operated by authorized Association representatives – these are NOT to be tampered with by any un-authorized owners, tenants, or their guests.
- G. Property of the Northtown Homeowners Association, Inc. shall NOT be removed from the premises.
- H. Smoking or other tobacco or ‘vape’ products are prohibited -- except in designated outside areas
- I. Alcoholic beverages shall not be consumed by minors in nor on Northtown's Common use areas.
- J. Illicit Drugs and/or Weapons of any type [... except for uniformed Police] are not permitted.
- K. Use for fund-raising, commercial, for-profit organizations or for personal gain is prohibited.
- L. Political events of any type, partisan or non-partisan, are prohibited.
- M. The Clubhouse must be cleaned after each use and must be vacated no later than 11:00PM.