

NORMANDY FOREST CLUBHOUSE AND RECREATION FACILITY

RULES AND GUIDELINES

- I. General Information regarding the Clubhouse
 - a. The clubhouse is owned by the Normandy Forest Homeowner's Association (HOA), and operated through its Board of Directors (Board).
 - b. The Board has appointed a committee of Normandy Forest residents to manage the daily operation of the clubhouse and recreation facilities. One or more HOA Board members may also serve on this committee.
 - c. This committee is responsible for the keys to the clubhouse, collecting deposits and/or fees for the use, and assessing any damage that may be incurred during the use of the clubhouse facilities. An HOA Board member shall be consulted regarding any damage to the clubhouse facilities.
 - d. Residents who wish to use and/or rent the clubhouse for private functions must do so by contacting a committee member to schedule such use at least 2 weeks in advance of the anticipated date of such use.
 - e. Fees and deposits may be waived when the Normandy Forest HOA utilizes the clubhouse or recreational facilities for its own use.
 - f. At the time of booking a rental:
 - i. a cash deposit in the amount of \$150.00 shall be delivered to the committee member.
 - ii. a contract for the use of the facility shall be reviewed and signed by the renter.
 - iii. the renter agrees to pay a \$75.00 rental fee, in cash, at least seven days before the rental date.
 - iv. the renter may cancel the rental at any time; however, in order to receive a full refund, cancellation must be received at least 72 hours before the rental date.
 - v. if the renter cancels less than 72 hours before the rental date, a \$25.00 cancellation fee will be retained by the HOA.
 - g. It is the renter's responsibility to notify a committee member of any existing damages to the clubhouse or recreational facility before the event begins.
 - h. A resident will not be allowed to rent the clubhouse or recreational facility if they have not paid (in full) their annual homeowner dues or if they are not in good standing with the HOA.
 - i. The Board has the right to refuse rental of the clubhouse or recreational facility to any individual. The maximum capacity of the clubhouse is 40 people, and it is the renter's responsibility to maintain assurance that this capacity is not exceeded at any time.
- II. Use of Clubhouse
 - a. Smoking is prohibited in the clubhouse.
 - b. Tape and/or other adhesive products may not be used on the walls, cabinets, doors, ceilings or other areas of the clubhouse or recreational facility.

- c. No tacks, pins, nails, or other objects may be used on the walls, cabinets, doors, ceilings or other areas of the clubhouse or recreational facility.
- d. At the conclusion of the rental period, all indoor lights, AC/Heat and ceiling fans must be turned off.
- e. At the conclusion of the rental period, all tables, chairs, and other items must be returned to their appropriate storage areas.
- f. At the conclusion of the rental period, all trash must be taken away from the clubhouse and/or recreational facility by the renter; no trash may be left at the clubhouse curb.
- g. At the conclusion of the rental period, all floors, including the bathrooms, shall be swept, mopped, and cleaned by the renter, and all rugs must be vacuumed thoroughly.
- h. All utensils and other equipment are the property of the Normandy Forest HOA and shall remain in the clubhouse. At the conclusion of the rental period, all utensils must be washed, dried, and put away in their appropriate storage space(s).
- i. All kitchen appliances must be turned off and cleaned.
- j. The clubhouse kitchen must be left in a clean and orderly manner.
- k. The refrigerator must be thoroughly cleaned and wiped out. At the conclusion of the rental period, all food, containers, and dishes must be discarded.
- l. No material, other than toilet paper, shall be flushed down the bathroom commodes.
- m. At the conclusion of the rental period, all indoor lights and ceiling fans must be turned off.
- n. At the conclusion of the rental period, all clubhouse keys must be returned to a committee member.
- o. If the clubhouse and/or recreational facility is to be rented for a function, at which alcoholic beverages are to be served or present, the renter will be responsible for securing two uniformed peace officers to be present during the entire rental period. Proof of hiring these peace officers must be provided to a committee member before the rental period begins.
- p. If the function is not confined to the inside of the clubhouse, renters are responsible for proper removal and disposal of all trash and/or other objects left in the common area outside and surrounding the clubhouse.
- q. All clubhouse and recreational facility functions must end no later than 12:00 AM; Any loud music and/or other outside noise must be turned off no later than 10:00 PM; failure to do so may result in forfeiture of renter's deposit and future rental privileges.
- r. Air rides, inflatable items, and/or BBQ pits of any kind cannot be placed in the front area of the clubhouse.

III. Damage Incurred During Use

- a. At the conclusion of the rental period, the condition of the clubhouse, recreation facility, and common areas will be inspected by a committee member.
- b. The entire deposit will be returned to the renter if the clubhouse, recreation facility, and common areas are left in a clean and acceptable condition. If additional cleaning or work needs to be conducted, the following charges may be deducted from the deposit:

- i. Damage to walls, doors, ceilings or other areas - \$20.00 minimum
 - ii. Remove trash from clubhouse - \$10.00
 - iii. Sweep and mop general areas - \$15.00
 - iv. Sweep and mop bathroom and/or kitchen - \$10.00
 - v. Clean kitchen areas - \$15.00
 - vi. Clean bathrooms - \$15.00
 - vii. Vacuum rug areas - \$5.00
 - viii. Other cleanup or miscellaneous work - \$10.00 minimum
- c. The renter's deposit, less any applicable deductions, will be returned within 48 hours of the committee member's inspection of all facilities.
 - d. In the event the cost of damages exceeds the deposit amount, the renter shall pay the difference within two weeks of the completion of all work.
 - e. Should a renter cause damages resulting in the loss of the entire deposit, the renter's use of the clubhouse and recreation facility shall remain at the discretion of the Normandy Forest HOA Board of Directors. In such case, any request for future use of the clubhouse and recreation facility must be made at least one month in advance. The Normandy Forest HOA reserves the right to require additional deposit(s) under such circumstances, the amount(s) of which shall be at the discretion of the Board of Directors.

IV. Playground Area

- a. Residents must provide their own equipment when using the volleyball, ball field, and/or soccer field area.
- b. The volleyball, ball field, and/or soccer area will operate on a first come, first serve basis unless the area has been previously reserved through the Normandy Forest online calendar, found at www.NormandyForest.org. A printed copy of the calendar should be brought to the field to avoid any possible confusion.
- c. All residents and their guest(s) must abide by the field use guidelines, also found at the neighborhood's website.
- d. Any damaged equipment should be immediately reported to a committee member.
- e. Climbing equipment and swings are to be used in the manner for which they are intended. Climbing on the roofs or tops of these structures is forbidden.
- f. No bicycles or motorized vehicles of any sort are allowed in the walking trail, playground, soccer field, volleyball court, ball field, or any other area.
- g. Any fire or flame must be for the purpose of cooking and is to be done in approved barbecue pits only.
- h. Fires are to be thoroughly extinguished.
- i. The Normandy Forest HOA is not responsible for any injury incurred while using any of the facilities.

I have read, understood and agree to these rules and guidelines.

Renter Signature

Printed Name and Date

NORMANDY FOREST SWIMMING POOL

RENTAL AND USE

RULES AND REGULATIONS

I. General Pool Rules

- a. The lifeguards are the ultimate authority concerning pool safety. All instructions given by the lifeguards shall be followed.
- b. Anyone disobeying the rules, ignoring the lifeguard's instructions, or endangering the safety of any other person may be asked to leave the pool area. Repeat violators may result in suspension of pool privileges.
- c. All members must sign-in at the entrance gate table. Upon entering the pool area, each resident will be asked for proper identification.
- d. All guests must be accompanied by a Normandy Forest resident and will be asked to sign in at the entry gate. Guests will not be allowed to remain at the pool if their resident sponsor leaves the pool.
- e. No running on pool decks or surfaces.
- f. No excessive horseplay in the pool.
- g. No glass containers of any kind in the pool or pool area.
- h. No alcoholic beverages in the pool or pool area.
- i. No smoking in the pool or pool area.
- j. No diving whatsoever.
- k. No pets in the pool or pool area.
- l. Proper swimming attire must be worn in the pool. No cutoffs or street clothes in the pool.
- m. No pushing or pulling anyone into the pool.
- n. Adults have priority for use of chairs and tables.
- o. Size, quantity, and use of any and all floatation devices, toys, or other items are at the discretion of the lifeguards.
- p. If the use of any floatation device or toy is considered to endanger others, the swimmer may be asked by the lifeguard to remove the toy from the pool area.
- q. Admission to the pool may be denied for any person who is under the influence of alcohol or drugs, has open sores, wounds, skin infections, nasal or ear discharges, a communicable disease, or has any condition or evidence, which in the opinion of the lifeguard or property manager would jeopardize the health and safety of the membership.
- r. All sunbathers using suntan oils and/or lotion must shower before entering the pool.
- s. One long whistle blast means to clear the pool immediately.

- t. Swimmers under 10 years of age must be accompanied by an adult at all times.
- u. Non-swimmers under 14 years of age must be accompanied by an adult at all times.
- v. Flips or inward dives are prohibited.
- w. Spitting, blowing of nose into the pool, improper public displays of affection and profanity are prohibited and may result in the expulsion of that person from the pool and pool area.
- x. Diving masks, fins, snorkels, and other swimming equipment are allowed in the pool at the lifeguard's discretion.

II. Breaks

- a. When the outside temperature is less than 90 degrees, an hourly break of ten minutes is optional at the lifeguard's discretion.
- b. When the outside temperature is 90 degrees or higher, an hourly break of ten minutes is mandatory.
- c. During break times, all swimmers under the age of 18 must be out of the pool. Only adults and children accompanied by adults are permitted in the pool during break times.

III. Baby Wading Pool

- a. Lifeguards are **NOT** assigned to supervise the baby wading pool.
- b. Use of the baby wading pool is restricted to children five (5) years old and under, with constant adult supervision.
- c. Each child must be supervised by a parent, guardian, or other adult while using the baby wading pool. Children shall not be left unattended.
- d. The minimum age to supervise a child in the baby wading pool is 14 years old.
- e. All pool rules apply to the baby wading pool.
- f. Swimsuits are required in the baby wading pool. Disposable or other diapers are not allowed in the baby wading pool. Appropriate "swim diapers" are allowed.

IV. Private Parties

- a. The pool may be rented for private parties, by residents in good standing with the HOA, provided such parties shall not be during normal pool hours. Private pool rental parties can be held from 10:00am – 12:00 noon or 8:00pm – 10:00pm., on days specified by the Board of Directors. Residents who wish to rent the pool for a private party will do so by contacting an HOA committee member to schedule the use thereof, at least two weeks in advance.
- b. The HOA committee member will contact the Normandy Forest pool management company to schedule the lifeguards for the event.
- c. *Fees for the rental* of any and all pool parties are as follows:
 - i. \$100.00 cash deposit
 - ii. \$50.00 cash rental fee
 - iii. Lifeguard fees (to be established at the time of rental)

- d. All fees are required to be delivered to the HOA committee member when the agreement for rental of the pool is signed.
- e. The cash deposit will be refunded in part or in full after the pool area is confirmed to have been cleaned by the renter.
- f. If the pool area is to be rented for a function where alcoholic beverages are to be served or present, the renter will be responsible for securing two uniformed peace officers to be present during the entire rental period. Proof of hiring these peace officers must be provided to a committee member before the rental period begins.

I, the undersigned, have read and understood all the pool rules and guidelines. I understand there is a deposit and fee required before renting the pool. I will be responsible for any and all damages to the pool area and injuries to any individual utilizing the pool area while it is rented by me. I agree to indemnify, defend, and hold harmless the Normandy Forest HOA, as well as its Directors, Officers, managers, agents, employees, contractors, attorneys, and their respective family members, against any and all liabilities, claims, damages, costs, fees, and expenses including attorney's fees and court costs through all trial and appellate levels with respect to any claims brought against the HOA and/or any other individual and/or entity as a result of my rental and use of the HOA property.

Date _____

Signature _____

Print Name _____

Address _____

Phone number _____

I acknowledge receipt of the required cash deposit in the amount of \$_____ and cash rental fee in the amount of \$_____ for the pool rental.

HOA Committee Member signature

Print Name

Date