

## NORMANDY FOREST

### CLUBHOUSE & RECREATION CENTER RULES & REGULATIONS

#### **I. General Information Regarding the Clubhouse**

- A. The Clubhouse is owned and operated by the Normandy Forest Homeowner's Association (HOA), through its board of Directors.
- B. The Board has appointed a committee of Normandy Forest residents to manage the daily operation of the clubhouse & recreation facilities. At least one HOA board member serves on the committee.
- C. The Committee is responsible for the keys to the clubhouse, collecting deposits and/or fees for its use, and assessing any damage that may be incurred during the use of the clubhouse facilities. At least one HOA board member shall be consulted regarding any damages, as well.
- D. Residents who wish to use the clubhouse for private functions will do so by contacting a committee member to schedule the use thereof, at least 2 weeks in advance.
- E. Fees or deposits will not be required when the Normandy Forest HOA or Water District utilizes the clubhouse or recreational facilities.
- F. The keys to the clubhouse will be picked up from the appropriate committee member. At the time of booking your rental, a cash deposit in the amount of \$75.00 (1/2 of the total deposit amount) will be paid to the HOA committee member, and this agreement for use of the facility shall be reviewed and signed. When you pick up the key, you will be required to pay the additional \$75.00 deposit and the \$50.00 rental fee. **All deposit and rental fees must be paid in cash.** Should you need to cancel your rental, it is important that you contact said committee member within 72 hours of your scheduled party to cancel. If cancellation is not made within this time frame, \$25.00 of your deposit will be retained.
- G. It is the user's responsibility to notify a committee member of any existing damages **before** his or her event begins.
- H. A resident will not be allowed to rent the clubhouse or utilize the recreational facilities if they have not paid their annual HOA dues.
- I. The Board of Directors has the right to refuse rental to individuals and will provide the prospective renter with a written reason for the refusal.
- J. The maximum capacity of the clubhouse is 40 people.

#### **II. Use of Clubhouse**

- A. No smoking in the clubhouse.
- B. Tape may not be used or any other material that could harm or remove paint from the walls cabinets, doors or ceilings.
- C. No tacks pins, nails or other objects, which could produce holes, may be used on the walls, cabinets, doors or ceilings.
- D. After use, tables, chairs and other items must be returned to the appropriate storage space.
- E. **All** trash should be taken home with you, do NOT leave it on the curb.
- F. Floors shall be left clean. Sweep and 'spot mop' main area. Sweep and then mop bathroom and kitchen areas.
- G. Utensils and other equipment in the kitchen are the property of the Normandy Forest HOA and shall remain in the clubhouse.
- H. After use, all appliances are to be turned off.
- I. The kitchen must be left in a clean and orderly fashion.
- J. The refrigerator must be cleaned and wiped out. Items left in the refrigerator, including dishes and containers, will be thrown out.
- K. No material other than toilet paper is to be flushed down the commodes.
- L. All indoor lights and ceiling fans are to be turned off when leaving the clubhouse.
- M. The key to the clubhouse is to be left with a committee member when finished.
- N. **If the clubhouse is rented for a function at which alcohol is to be served or present, the renter will be responsible for securing TWO uniformed peace officers to be present during the entire party. Proof of hiring must be provided to committee member before party can commence.**

- P. Renters are responsible for any trash or other objects left in the common area outside of the clubhouse if their activities are not confined to the inside of the building.
- Q. All clubhouse/recreational facility functions must end no later than 12:00 A.M. or the renter will lose his or her clubhouse rental privileges. Any loud music or music outside the clubhouse must be turned off no later than 10:00pm.
- R. Air rides or BBQ pits of any kind should not be placed in the area in front of the clubhouse.

**III. Damages Incurred During Use**

- A. After use, the condition of the clubhouse and the common area outside will be reviewed by one committee member.
- B. The entire \$150.00 deposit will be returned if the clubhouse and the common area outside the clubhouse have been left in a clean condition. If they are not left in a clean condition, the following charges may also be deducted, if applicable:
 

Remove all trash from clubhouse:	\$5.00
Sweep and spot mop large tiled area:	\$10.00
Sweep then mop bathroom and kitchen area:	\$10.00
Clean kitchen area:	\$15.00
Wipe off counter tops	
Wipe out sink	
Wipe off all appliances (inside & out)	
Remove all items from refrigerator	
Clean bathrooms:	\$15.00
Wipe off mirrors, sinks, and toilet seats (top & bottom)	
Sweep and mop as noted above	
Vacuum door mats	\$5.00
Remove all trash in common area	charge based upon the condition of the common area
Paint missing from walls, ceilings, doors, etc.	\$10.00 minimum
- C. The remainder of the deposit will be returned within 48 hours from the receipt of the key.
- D. In the event the cost of damages exceeds the amount of the deposit, the individual will be billed for the difference.
- E. Should a resident cause damage resulting in the loss of his or her entire deposit, that person's use of the clubhouse facilities for hosting private functions shall remain at the discretion of the Normandy Forest HOA Board Members. In such case, request for use of the clubhouse must be made at least one month in advance.

**IV. Playground**

- A. Residents should provide their own ball, bases and other equipment when using the volleyball, softball and soccer facilities.
- B. The softball/soccer and volleyball field will operate on a first come, first serve basis unless the area has been previously reserved on the Normandy Forest calendar. The calendar can be found at [www.NormandyForest.org](http://www.NormandyForest.org). A printed copy of the calendar should be brought to the field to avoid any possible confusion.
- C. Any piece of damaged equipment should immediately be reported to a committee member.
- D. Climbing equipment and swings are to be used in the manner for which they are intended. There shall be no climbing on the roofs of the climbing structures.
- E. No bicycles or motorized vehicles are allowed in the walking trail, playground area, soccer, or softball fields.
- F. Pick up trash from picnic area. Do not leave it in the trashcans.
- G. Fires are to be used only for the purpose of cooking out, and are to be in a barbecue pit.
- H. Fires are to be **thoroughly** extinguished.
- I. The Normandy Forest HOA is not responsible for any injury incurred while using the recreational facilities.