

CEDAR CREEK

CLUBHOUSE RULES AND REGULATIONS

Use of the Clubhouse is only for the functions of the residents of Cedar Creek.

Daily Use Rules

- 1) ALL residents under 18:
 - a) Must use a valid amenity card to check in at the front desk before proceeding to any area of the Clubhouse.
 - b) Are allowed 2 guests.
- 2) Children under 13 years old must be accompanied by a responsible guardian aged 16+ to utilize any area of the Clubhouse or gymnasium.
- 3) All non-residents must sign in at the front desk.
- 4) Clubhouse daily use **prohibitions**:
 - a) No smoking, vaping, or tobacco of any kind inside the Clubhouse or within 10 feet of the building.
 - b) No uncovered swimwear may be worn inside the Clubhouse.
 - c) No animals, except service dogs, are permitted inside the Clubhouse.
 - d) No inappropriate behavior or language, offenders will be asked to leave.
 - e) **No** furniture on the main floor may be moved.
 - i) Exception - The blue dining chairs around the two (2) glass top dining tables may be picked up and moved with approval from the front desk staff.
 - f) The (2) glass topped wood buffets on the east wall of the lower level **may not** be moved.
 - i) Exception - The majority of the remaining lower level furniture may be moved to accommodate larger functions with approval from the front desk staff.
- 5) Cedar Creek Community Services Corporation and/or the Management Company are not responsible for the following:
 - a) Lost or stolen property.
 - b) Injuries or accidents within the Clubhouse or on the common grounds surrounding it.
- 6) Cedar Creek residents, clubs, committees, and neighborhoods utilizing the Clubhouse are responsible for the following:
 - a) Any damage to the interior or exterior of the facility while on Clubhouse property.
 - b) Reporting any damage or issues to the front desk staff.

Clubhouse Rental Policy

- 1) Who Can Rent the Clubhouse for Private Functions?
 - a) Cedar Creek residents for their *exclusive*, personal use up to one year in advance, and no later than 48 hours in advance, on a first-come, first-served basis through the Amenity Booking link on our HOA website.
 - i) The resident must be the host or honoree of the event.
 - ii) Non-residents may not reserve the Clubhouse.
 - b) Cedar Creek Clubs, Neighborhoods, and Committees
 - i) These events must be scheduled through the Amenity Booking link. Be sure to check the “Club/Committee Event” box.
 - ii) A pre- & final event walkthrough must be completed with the front desk staff. All Clubhouse and rental rules apply.
- 2) Reservation Timelines:
 - a) Reservations for both the main floor and the lower level are booked hourly at \$50/hour with a 3-hour minimum.
 - b) There is a \$1500 deposit required within 48 hours of all Clubhouse reserved events.
 - c) When booking your reservation, please ensure you include sufficient time for set up and clean-up. Access to the Clubhouse prior to your scheduled start time or staying beyond your scheduled end time **is not allowed**. Arrival and departure times will be noted by the front desk staff; any extra time used for your exclusive access may result in a deduction from your deposit.
- 3) Rental Fees and Deposits:
 - a) The rental fee must be paid when the Clubhouse space is reserved.
 - b) Event deposits must be paid in person, via credit card, within 48 hours of the event. This deposit will be held as “pending” and released from the credit card 5 days after the function, unless damage is identified.
 - c) Residents who fail to pay the deposit within 48 hours of their event will have their event cancelled, and no refund will be issued.
 - d) A 48-hour cancellation policy applies to all private functions. The booking resident may reschedule or cancel their reservation through the Amenity Booking link on our HOA website. Functions cancelled within 48 hours are eligible for a full refund of the rental fee.
 - e) If damages exceeding the \$1500 deposit are not paid in full, a lien may be placed on the booking resident’s home.

Clubhouse Main Floor & Lower-Level Rental Fees

\$1500 deposit & 3-hour minimum booking per reservation

Sunday-Thursday Rental	Main Floor Rental Fee	Lower-Level Rental Fee
8 AM – 10 PM	\$50/hour	\$50/hour

Friday-Saturday Rental	Main Floor Rental Fee	Lower-Level Rental Fee
8 AM – 12 AM	\$50/hour	\$50/hour

Event Rules

Please note that violations of any of the rules below can result in a fine and/or the loss of Clubhouse privileges for your household. Please refer to the violation and fine chart below.

- 1) The Booking Resident:
 - a) Must use a valid amenity card and picture ID to check in before any setup begins. Together with the front desk staff, you will complete a walk-through checklist to ensure the reserved area is clean and damage-free.
 - b) Must be present for the entirety of the function. Front desk staff will do spot checks to ensure attendance.
 - c) To check out a TV or fireplace remote, the booking resident is required to leave their driver's license with the front desk staff until the final walkthrough has been concluded.
 - d) Is responsible for any damage to the facility.
- 2) Furniture & Décor Moving:
 - a) Front desk staff will conduct spot checks during event set up, event duration, and clean-up to ensure rules are being followed. Security cameras are being monitored.
 - b) Furniture **may not** be moved on the main level. **Exception** – the blue dining chairs around the (2) glass topped dining tables may be picked up and moved with front desk staff approval.
 - c) Furniture on the lower level **may** be moved for larger functions with prior approval from the front desk staff. **Exception** - the (2) glass topped wood buffets on the east wall **may not** be moved.
 - d) Tabletop décor may only be moved by the front desk staff.
- 3) Prohibited Items & Uses
 - a) Main Floor
 - i) Beer kegs

- ii) Placing hot items on quartz, glass, or wood-topped tables. Please provide your own hot pads or trivets for hot items.
 - iii) Table pads are available from the front desk staff for the glass top tables & must be used.
 - iv) **Nothing may be hung on the fireplace surfaces** from floor to ceiling.
 - v) Hanging decorations on approved surfaces with anything but the tape provided by the front desk staff.
 - vi) Glitter, confetti & helium balloons.
 - vii) DJs and bands. Background music is permitted.
 - viii) Dancing events.
 - ix) Bounce Houses.
 - x) Adjusting the thermostats or using fireplaces. Please see the front desk staff for help.
- b) Lower Level
- i) Placing beer kegs anywhere other than on the LVP flooring & outside on the concrete patio.
 - ii) Placing hot items on quartz, glass, or wood-topped tables. Please provide your own hot pads or trivets for hot items.
 - iii) **Nothing may be hung on the fireplace surface** from floor to ceiling.
 - iv) Hanging decorations on approved surfaces with anything but the tape provided by the front desk staff.
 - v) Glitter, confetti & helium balloons.
 - vi) DJs and bands may only be set up on the LVP flooring or concrete patio. Outdoor music must stop by 10 PM, 7 days per week.
 - vii) Dancing events are limited to the LVP flooring area.
 - viii) Bounce Houses.
 - ix) Adjusting the thermostats or using a fireplace. Please see the front desk staff for help.
- 4) Completion of Your Event
- a) Your reserved area of the Clubhouse must be cleaned and vacated by 10 PM Sunday through Thursday, and by midnight Friday and Saturday.
 - b) All trash must be bagged and placed in the covered dumpster located south of the Clubhouse in the pool parking lot. Trash bags are provided and should be replaced.
 - c) It is the booking resident's responsibility to ensure that all reserved rooms, including the restrooms, are clean and orderly at the completion of the event.
 - d) At the conclusion of the function, a final walkthrough must be conducted with the front desk staff and the booking resident or club/group leader to inspect for damage and to confirm the completion of the Cleaning Checklist.
 - e) Any banquet tables and/or chairs are to be returned to the appropriate storage closet and neatly stacked.

- f) Return any TV or fireplace remotes to the front desk.
- g) Remove all personal items from the Clubhouse. Any items left behind will be discarded or donated after one week.

Violations of Rules & Fine Structure for the Clubhouse

Fines for damages will be deducted from the deposit. If damages that exceed the deposit are not paid in full, a lien may be placed on the booking resident's home. Any remaining deposit funds will be refunded after the repairs are completed. The homeowner has a right to a board appeal.

Violation	Fine and/or Restriction
Booking resident does not remain in the reserved space for the entire event	Forfeiture of deposit & household will be restricted from renting/utilizing the Clubhouse for a minimum of 12 months
<u>Resident allowing a non-resident use of their amenity rental account to reserve Clubhouse space for a non-resident event</u>	Forfeiture of deposit & household will be restricted from renting/utilizing the Clubhouse for a minimum of 12 months
Booking resident does not complete the initial and final walkthrough	Forfeiture of deposit
Moving of non-approved furniture on the main floor or lower level	\$150 fine. Cost of furniture or flooring repair
Moving/damaging décor	Cost to repair/replace the item
Not returning tables/chairs to appropriate storage closet and/or not properly stacking tables/chairs	\$200 fine
Stains on carpet, rugs or upholstered furniture	Cost to clean or replace the item
Use of glitter or confetti	\$1000 fine
Evidence of smoking, vaping or tobacco use inside the building	\$1500 fine & the household will be restricted from renting/utilizing the clubhouse for a minimum of 12 months
Failure to clean up after using any area of the clubhouse, reserved or not	Minimum fine of \$100. Cost of extra cleaning hours/supplies
Remaining in the building past the posted closing time (10 PM Sun-Thu & 12 AM Fri & Sat)	\$100 for every 15 minutes past closing Further action to be reviewed
Vandalism or misuse of the Clubhouse interior or exterior	Cost to repair, clean or replace damage & the household will be restricted from renting/utilizing the clubhouse for a minimum of 12 months

Inappropriate or threatening behavior towards staff or guests	Immediate removal, police report filed & the household will be restricted from renting/utilizing the Clubhouse permanently
Willfully not booking time for set up and clean-up of your event	After review, you may be charged for any additional time utilized for your exclusive use