

## Policy for Private Use of Clubhouse

Date of Policy: 1 December 2015

### **1. Purpose**

The Clubhouse is a space where community events of various sorts are conducted, including breakfasts, Board meetings, Owners Meetings, Leisure Club meetings, and the like. The Clubhouse may also be used for private meetings or events by owners at times when the facility is not used for community events.

### **2. Facility Use Guidelines for private events**

2.1 Only owners (not renters) may request the use of the facility. The owner is responsible for the appropriate conduct of his/her guests at the event.

2.2 Since the room is relatively small an event should not exceed 25 people.

2.3 If guests from outside the community are included the owner must ensure that cars are parked in the few available spaces in front of the Clubhouse and/or at the owner's villa. Parking may not clog up the roadways in the community.

2.4 Due to the proximity of surrounding villas the noise level must not be a burden to neighbors. No amplification or loud music is allowed. The event must be conducted indoors rather than spill over to the exterior including the swimming pool area.

2.5 The kitchen area is small and is not meant for preparing elaborate meals for larger groups. Catering or preparation of food elsewhere is encouraged. The owner must provide any needed supplies (cups, plates, utensils, paper towels, etc).

2.6 Events are expected to end by 9:00 PM.

2.7 The owner is responsible for cleaning the facility immediately following the event. Tables, chairs, and kitchen area must be placed back in their original position. The bathrooms must be cleaned properly. Garbage must be bagged and removed. If the facility is not left behind clean the Association may order a cleaning service at the owner's expense.

### **3. Reserving the facility**

3.1 The owner must reserve the facility ahead of time. A form must be filled out, stating the type of event, number of participants, and the requested date and time. (See form below).

3.2 A designated member of the community will provide a key in the lockbox at the side entrance of the facility. The owner is responsible for safe-keeping of the key and ensuring that the key is placed back in the lockbox following the event.

3.3 The cleanliness of the facility will be inspected afterwards and any issues will be communicated to the owner.

Polynesian Gardens Association

**REQUEST FOR CLUBHOUSE RESERVATION**

I am hereby request the use of the Clubhouse on .....(date),  
from ..... until ..... (time)

Type of event: .....

Number of participants:.....

I acknowledge that I have read and agree to use the Clubhouse according to the Guidelines  
set forth above.

Signed: .....

Owner Name:.....

Address:.....

Date on which request submitted:.....

Please submit this form to Steve Sims, 1110 S. Moonmist Court