

Clubroom Reservation

Clubroom Rules and Policies

The McAlpin on Fourth Clubroom is available to Home Owners in good standing at any time. The Clubroom is also available for private social functions to Owners in good standing acting on their own behalf or acting for their tenants. To reserve the clubroom, contact the Clubroom Coordinator well in advance of your function date to ensure your reservation. (See III, below). Owners may instruct the Managing Agent to deal directly with a tenant. However, Owners will be responsible for any damage occurring during the use of the Clubroom (see III, below). A copy of the rules and regulations follows:

- **General Information:**

1. Clubroom restroom facilities are open for Home Owners.
2. Clubroom is available for use as stated under "Private Functions". (See III)
3. Temperature settings should be set at 75° in the summer months and 68° in the winter months during private functions.
4. Clubroom shall be cleaned as stated under "Cleaning".
5. No pets shall be permitted in the Clubroom.

- **Special Cleaning:**

Performed by Home Owners reserving clubroom

1. Schedule:

- After any private function
- All such cleaning must be completed by 10:30 a.m. of the day following the function

2. Scope of Work:

- Return all furnishings to their places.
- Wash counters and sinks
- Clean appliances; inside and outside
- Clean tables and chairs
- Clean smudges and spills from glass, ledges, rails, walls, woodwork and cabinets
- Vacuum carpeted areas and upholstered furniture
- Sweep and/or mop floors as needed
- Clean restrooms
- Remove all waste and food from clubroom and clubroom area

- Damage must be reported by 10:30 a.m. the following day with intention to repair

- **Private Functions:**

1. The Clubroom is available for use by all Home Owners in good standing.
2. A homeowner may be denied use of the Clubroom for the following reasons:
 - Delinquency in payment of Association Assessment
 - History of damage to the Clubroom
 - History of negligence concerning Clubroom rules
 - Other reasons deemed substantial by the Board of Directors
 - The Board of Directors must approve any denials of use by a homeowner.
3. Reservations are made by contacting the Clubroom Coordinator no less than fourteen (14) days nor more than sixty (60) days in advance of the date of the function. All dates are reserved on a first come, first served basis. A "Clubroom Rental Agreement" is enclosed. This form must be completed and returned to the Clubroom Coordinator. In the event a member wishes to reserve more than one (1) date within the sixty (60) day period, the Clubroom Coordinator must receive a separate request form for each date.
4. **Fees:** \$250.00 Security Deposit. Please make checks payable to: The McAlpin on Fourth Condo Association.
5. **Hours Available:** The Clubroom is available for private functions between of 12:00 p.m. and 11:00 p.m. If earlier access is needed for set up for a noon function or earlier, this can be arranged if there is no function the preceding day or as can be arranged with the using parties and the Clubroom Coordinator. All functions must be over by 11:00 p.m.
6. Due to the community functions that take place during the Holiday season and the availability of the Clubroom Coordinator, private functions cannot be held on the following days without the prior approval of the Board of Directors

New Year's Eve/Day

Easter

Memorial Day

Fourth of July

Labor Day

Thanksgiving

Christmas Eve/Day

7. The Home Owner(s) reserving the clubroom **must be in attendance** for the duration of the function. He/she is responsible for the conduct of all guests.

8. Under no circumstances shall liquor be **sold** at any function.

9. The Home Owner(s) reserving the Clubroom is responsible for cleaning it after use in accordance with the "Cleaning and Usage Checklist" provided by the Clubroom Coordinator. Failure to clean the Clubroom satisfactorily will result in forfeiture of all or part of the security deposit.

Cleanup is to be performed by the Home Owner who reserved the room no later than 10:30 AM on the day following the event, in accordance with the "Cleaning & Usage Checklist" (below). Damage must be reported by 10:30 AM with intention to repair or replace. If the deck area is used during the function, the tasks listed in the "Cleaning and Usage Checklist" pertain to the deck as well. (Note that the deck cannot be reserved)

10. Clubroom Property: A copy of the "Cleaning and Usage Checklist" is attached for your use. It is the responsibility of the Home Owner reserving the Clubroom to tour the Clubroom prior to their function. It is imperative the Homeowner thoroughly inspect the Clubroom and note on the checklist any soiled or damaged items. Assessments for damage or loss of Clubroom property will be based on the visual inspection and review of the "Cleaning & Usage Checklist" by the member and the reporting of missing items or of damage to the Clubroom Coordinator prior to the function. This can be done by phone, 513-751-5040 x 1591, at any time. If the Clubroom Coordinator is not available, leave a detailed message with the answering service for the Clubroom Coordinator. Leave your copy of the checklist on the kitchen counter top for the Clubroom Coordinator for his/her "after the party" checkout. The Homeowner reserving the Clubroom is responsible for the payment of repair or replacement of any and all damaged items. This responsibility will remain in effect until the Clubroom Coordinator completes his/her portion of the checklist signed and returned to the Home Owner.

THE CURRENT CLUBROOM COORDINATOR IS:

Shannon Chapman, CMCA
ShannonChapman@TowneProperties.com
513-751-5040 x 1591
TOWNE PROPERTIES