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## Clubhouse Usage Policy of 2022 & Protocol for Gatherings

Approved: 11/11/2022

LakeRidge Falls Community Association Inc (“Association”) Clubhouse is open from 6 am – 11 pm daily.

The Clubhouse is unlocked from 8:00 am to 5:00 pm on weekdays.

Guests Under 18 Must Be Supervised.

Shoes & Shirts are Required.

No Swimsuits.

No Smoking, Vaping, and/or Open Flame.

Service Animals are Allowed.

The Sale of Alcohol is Strictly Prohibited.

Turn Off Ceiling Fans After Use.

Private Events Are Not Allowed.

Residents of the Association can be granted non-exclusive use of the Grand Salon, Activities Room, and/or the Multipurpose Room for approved functions. A non-exclusive use means residents of the Association can't be denied usage of the Association facilities during the time the function takes place.

### **The following are the rules for the function organizer:**

- The organizer of the function shall be an approved resident of the Association.
- The organizer must attend the function.
- The organizer shall not charge invitees participation fees.
- The organizer may submit a completed application, once every twelve months, for use of the clubhouse facilities to the Board of Directors up to 60 days, but not less than 10 days, in advance of the proposed function, and for use of facilities for up to 5 hours.
- The organizer shall contact a Buildings Committee representative to schedule a time to tour the clubhouse before the function.



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- The organizer shall be responsible for restoring the Grand Salon, Activities Room, and/or the Multipurpose Room as well as the kitchen and bathrooms to its condition before the function, including vacuuming, cleaning, and removing all trash.
  - The organizer shall be financially responsible for any damage, loss, or cleaning fees incurred due to the function.
  - The organizer shall ensure all participants abide by the rules governing the Association.
  - The organizer shall obtain and thereafter present proof of liability insurance coverage for functions, in which ten (10) or more non-residents are to be attended. Evidence of insurance coverage will be presented to the Association at least 5 business days prior to the scheduled event.

The liability policy must:

- Name LakeRidge Falls Community Assn Inc as an additional insured.
- Have a limit of no less than \$1,000,000.

**The following are the guidelines for the gathering:**

- The number of non-resident attendees can't exceed 50 people.
- Usage shall not include the use of the pool or pool deck area.
- Request for use will be on a first-come basis.
- Request for use will be in writing to Community Assistant at least ten (10) days before the function using the attached Request for Gathering form.
- No fundraiser or outside groups are allowed.
- Priority will be given to all Association related meeting and activities per the discretion of the Board of Directors which the primary audience is comprised of community residents.

**The Association shall have the right to limit or revoke the use of the Clubhouse as the Association may reasonably determine from time to time in its sole discretion .**



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## Request for Gathering

At the request of the Resident, the LakeRidge Falls Community Association [the "Association"] grants the non-exclusive use of the Clubhouse to \_\_\_\_\_ [the "Organizer"] for a Gathering to occur on \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_.

1. Anticipated number of guests: \_\_\_\_\_
2. Purpose of the Gathering: \_\_\_\_\_
3. As the Gathering is non-exclusive, it may be shared by other members of the Association.
4. Rooms to be used [kitchen is included]:
  - Grand Salon [ ]
  - Activities Room [ ]
  - Multipurpose Room [ ]
5. The organizer shall comply with all current rules and regulations adopted by the Association and shall have full responsibility for restoring the Clubhouse to its' condition before the Gathering, including vacuuming, and cleaning kitchen counters and floor spills, and agrees to remove all trash to the designated dumpster adjacent to the parking lot immediately after the event. Special attention shall be given to:
  - a. Emptying all trash bins
  - b. Vacuuming carpets in all areas used
  - c. Removing anything stored in the refrigerator
  - d. Picking up debris left on the floor of bathrooms & other areas utilized
  - e. Turning off all water faucets
  - f. Cleaning up the entire kitchen including the countertops
  - g. Washing & restoring all kitchen items to original places, i.e., coffee pots, utensils, table cloths, etc.
6. Should the Association incur expenses for damages resulting from the actions of the organizer/invitees, the organizer shall make reasonable and timely payments to the Association for such damage.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Organizer Signature: \_\_\_\_\_



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## Gathering Checklist

The organizer shall comply with all current rules and regulations adopted by the Association and shall have full responsibility for restoring the Clubhouse to its condition before the Gathering, including vacuuming, and cleaning kitchen counters and floor spills and agrees to remove all trash to the designated dumpster adjacent to the parking lot immediately after the event.

### **Special attention shall be given to:**

- Emptying all trash bins
- Vacuuming carpets in all areas used
- Removing anything stored in the refrigerator
- Picking up debris left on the floor of bathrooms & other areas utilized
- Turning off all water faucets
- Cleaning up the entire kitchen including the countertops
- Washing & restoring all kitchen items to original places, i.e., coffee pots, utensils, table cloths, etc.

**At the end of the event before leaving, the Clubhouse should be restored to its condition before the Gathering and secured, including:**

### **Bathrooms:**

- Check to be sure no water is running
- Be sure no paper or trash is left on the floors

### **Kitchen:**

- All items used should be washed and put back where they belong
- The refrigerator/freezer should be checked and any leftovers removed (taken or thrown away)
- All counters should be cleaned, as well as the floor
- Faucets should be off

### **In ALL areas utilized including the hallways:**

- Check that furnishings are put back in their original positions
- Vacuum carpets & floors
- Clean up any spills
- Empty all trash bins used and insert new bags, removing the bags to the dumpster adjacent to the parking lot
- Be sure all Clubhouse fans and lights are turned off