

MYRTLE TRACE HOMEOWNERS ASSOCIATION
RULES AND REGULATIONS FOR USE OF CLUBHOUSE

1. Use of the Clubhouse, Swimming pool and Recreational areas, except as otherwise provided herein, is limited to Myrtle Trace Residents, non-resident property owners, their relatives and house guests.
2. The Activities Committee has priority over the use of the Clubhouse and Swimming pool for functions that benefit the community as a whole. The Activities Committee is the only entity that can reserve the Swimming pool for it's exclusive use.
3. Myrtle Trace residents and homeowners have priority for attendance at all events sponsored by the Activities Committee. However, any single resident or homeowner may invite a friend to accompany him or her to any such event. Guests will be welcomed at the Clubhouse, Swimming pool, and Recreational facilities on a space available basis.
4. All newly planned activities utilizing the Clubhouse on a continuing basis must be approved by the Activities Committee. Newly approved ongoing activities involving the use of the Clubhouse, Swimming pool or Recreational area will be communicated to the Calendar Person for inclusion in the monthly calendar and News & Views.
5. Use of the Clubhouse is restricted. Informational meetings for Myrtle Trace residents will be permitted providing the purpose of the meeting is not designed to sell a service or a product. The selling of a product or service by a homeowner, resident, renter, relative, houseguest, friend, or outside vendor is strictly prohibited, unless it is an activities event that has prior Board approval. Organizations not under the direct sponsorship of the Myrtle Trace Activities Committee may not use the Clubhouse for their meetings even if some residents belong to that outside organization. The Clubhouse may be used for private social functions sponsored by a resident. This would include birthday parties, anniversaries, showers, etc. provided a majority of the attendees are a combination of family members and Myrtle Trace residents.
6. A resident wishing to use the Clubhouse for a private function must use the procedure described below:
 - .a. Contact the Calendar Person at the earliest possible date, which needs to be before the 15th of the preceding month (whenever possible). This allows for inclusion in the Calendar and News & Views.
 - .b. If the date is available, the reservation will be confirmed.
 - .c. If the date is not available, the resident may select another date or get in touch with the Contact Person for the conflicting activity. The requesting resident should inform the Calendar Person of the results of the request.
 - .d. Regularly scheduled activities are expected to relinquish the Clubhouse once each Calendar quarter, if needed.
 - .e. In the event of an impasse the matter shall be referred to the Board for resolution.
7. A signed contract plus a \$100.00 returnable deposit payable to MTHOA must be given to the Calendar Person prior to the function. Deposit will be return as soon as it can be determined that the users have complied with the clean-up guidelines.
8. Residents may use folding tables, folding chairs, and wheelchairs, which are located in the clubhouse storeroom.
9. Use of outdoor Recreation facilities for private functions must be Board approved.
10. Barbecuing must be Board approved due to safety issues.

MYRTLE TRACE HOME OWNERS ASSOCIATION

CONTRACT FOR CLUBHOUSE USAGE

NAME _____ DATE _____

ADDRESS _____

TELEPHONE _____ CELL PE _____ DATE _____

NEEDED _____ START TIME _____ UNTIL _____

PURPOSE _____

NUMBER OF PERSONS (100 MAX.) _____

1. Use of the Clubhouse is restricted. Informational meetings for Myrtle Trace residents will be permitted providing the purpose of the meeting is not designed to sell a service or a product. The selling of a product or service by a homeowner, resident, renter, relative, houseguest, friend, or outside vendor is strictly prohibited, unless it is an activities event that has prior Board approval. Organizations not under the direct sponsorship of the Myrtle Trace Activities Committee may not use the Clubhouse for their meetings even if some residents belong to that outside organization. The Clubhouse may be used for private social functions sponsored by a resident. This would include birthday parties, anniversaries, showers, etc. provided a majority of the attendees are a combination of family members and Myrtle Trace residents.
2. Occupancy is limited to 100 people.
3. Smoking is strictly prohibited.
4. Decorations used must not deface any part of the building or furnishings therein.
5. There is a six (6) hour limit on events. This includes set-up & clean up. Additional time may be negotiated prior to the signing of this contract.
6. The MTHOA has no liability for personal injury or property damage during the use of the Clubhouse.
7. All liabilities resulting from the use of alcoholic beverages will be the sole responsibility of the user.
8. A seven (7) day notice of cancellation is required. Failure to comply may result in the forfeiture of deposit.
9. Any and all damages to the Clubhouse will be repaired to the satisfaction of the Property Committee Chairperson.
10. A \$100.00 security deposit payable to the MTHOA must be given to the Calendar Person with this agreement. This deposit will be refunded upon inspection of the Clubhouse when no damages or problems with regard to cleaning are noted. (See attached Check List, which is a further stipulation of this contract.)
11. No dogs, cats, domesticated animals or pets, other than registered service dogs and guide dogs for the blind, may be brought into the Clubhouse at any time. By signing below, you agree with all terms of this contract and understand that there is no selling of a service or product by anyone attending this activity or function.
12. The system of speakers and microphones that amplify sound and improve tonal quality within the Clubhouse was designed and installed by professional sound technicians who took into consideration the specific acoustical requirements of the room. No additions or modifications to the system so installed shall be made without the Board's approval rendered following careful consideration of a written request which clearly indicates the perceived shortcomings of the system, the modifications recommended in resolution of such failure and the estimated cost thereof. Should recommended modifications be approved, such will be accomplished only by a professional sound technician of the Board's choosing.

NAME (Please print)_____

SIGNATURE_____ DATE_____

DEPOSIT RECEIVED_____AMOUNT_____BY_____



I HAVE INSPECTED THE CLUBHOUSE AND FIND NO ADDITIONAL CHARGES NECESSARY.

SIGNED_____ DEPOSIT REFUND DATE_____

MYRLTE TRACE HOMEOWNERS ASSOCIATION

CHECK LIST FOR CLEANUP AND MAINTENANCE OF CLUBHOUSE

1. All clubhouse dishes, cups, glasses, bowls, utensils, pans, coffee pots, etc., that have been used for your event are to be placed in the dishwasher and washed, IF THERE IS A FULL LOAD. Otherwise, use dishwashing detergent to hand wash dishes. Immediately upon washing and drying, place items where they were originally stored, the same day as the event. Dishwashing pan and dishwasher detergent is under the sink.
2. Dish towels and pot holders used during event are to be taken by person(s) responsible for the event, or a designee, cleaned and returned to the Clubhouse.
3. If table covers are used and anything is spilled on them the person(s) responsible for the event, or a designee, is to take the covers wash them and return them to the Clubhouse.
4. All garbage is to be placed into bags and deposited in the garbage BINS ON WHEELS located outside the rear entrance of the Clubhouse.
5. Damp mop any spills on the floor. Mop is in the back storage area. Sweep floor as needed. Broom is located in storage area. Clean glass table tops with glass cleaner.
6. Put away all folding tables, including card tables that you may have used. Tables and chairs are located in the storage area. Put all folding chairs on racks. Extensions for glass top tables are in the storage area. If used, wipe before returning to storage.
7. Remove all food and drink from refrigerator and Clubhouse.
8. Remove all decorations you used for your event. Caution must be taken when hanging or removing decorations from ceiling as to not dislodge or move ceiling tiles.
9. Make sure the back door of the Clubhouse is locked.
10. Turn off all lights and fans as you leave Clubhouse.
11. As you leave, close and lock the front door of the Clubhouse.
12. Items stored in the Activities closet are not to be used unless prior approval has been given from the Activities Committee Chairperson.
13. Clean up is to be done the day of the event.

Revised May 2015