

## Clubhouse Use Policy

The Stoneybrook Village Owners Association (SVOA) Clubhouse may be used by Residents and/or Owners of Stoneybrook Village for private functions on a reservation basis by contacting the community manager and completing the Clubhouse Use Agreement (Addendum A). The Board of Directors has established the following policy to ensure maximum enjoyment of these facilities.

### Reservations:

The Clubhouse main room, meeting rooms, patio and kitchen maybe reserved by Residents or a family member of the Resident if the function is to benefit the Resident. Throughout this policy, the term Resident is used for the person making the reservation whether they are the Resident, an eligible member of the Resident's family, or a non-resident owner.

### Use:

- Residents may use the Clubhouse for drop-in activities during posted hours.
- The Association and sanctioned SVOA groups (Addendum C) may reserve the Clubhouse by contacting the community manager.
- The Clubhouse is only available for use by Residents for private, non-commercial events.
- Residents may reserve the Clubhouse for individual events. Attendance at event must be by personal invitation only and the event is not to be open to the public or announced or advertised in any public media (see exception immediately below for memorial services, or celebration of life events). The Resident reserving the Clubhouse must be in attendance during the entire event.
- Residents may reserve the Clubhouse to hold memorial services, or celebration of life events. The Resident making the reservation is allowed to post public notification of the event in local newspapers and may include the location of the event in an obituary. The Resident reserving the Clubhouse must be in attendance during the entire event. These events are subject to all other applicable Clubhouse use policies.
- A Resident may host educational or informational forums for Residents only. The event may be advertised within Stoneybrook stating that the event is sponsored by the Resident and is not a Stoneybrook sanctioned event. The Resident must be in attendance during the entire event.
- Abuse of clubhouse polices, or events of offensive nature, may result in cancellation of clubhouse privileges by the Board President or the Community Manager.
- If any resident or Board approved committee requests an event to be open to the public such as civic or government forum, the event must be approved by the Board. The Board will consider the impact on the Community.
- The Board, or Board sanctioned committees, may schedule a class in the Clubhouse for the benefit of SVOA residents and charge a fee to cover the cost of teaching the class. Attendance is restricted to SVOA residents. Advertising to the public is prohibited.
- An owner or resident may sponsor a class in the Clubhouse but cannot collect fees for instruction or materials. The class cannot be publicly advertised.
- Residents may use unreserved portions of the Clubhouse as long as such use is not disruptive to the reserved activity. Residents may conduct official business such as dropping off mail to the association or reading the bulletin board, even when portions of the Clubhouse are reserved.
- Residents may request that the Board approve exceptions to the above uses.

### Restrictions:

- Use of one portion of the Clubhouse does not imply exclusive use of any other portion of the facility unless that room was specifically reserved.
- Funerals, with casket present, are prohibited.
- No events for the purpose of sales are allowed, including estate and garage sales.
- Outside groups may not use the Clubhouse except that a Stoneybrook Resident may sponsor a group to which they belong. The Resident must be in attendance during the entire event.
- Resident reserving the Clubhouse must ensure that the Clubhouse is cleaned in accordance with the Clubhouse & Equipment Clean-Up Checklist (Addendum B).
- There shall be **NO SMOKING** in the facility or on the grounds

- There shall be **NO SOLICITING** in the facility or on the grounds
- Pets are prohibited, except for trained service animals or trained or performing animals with their trainer present
- All candles, oil lamps, or anything that has an open flame are prohibited, except candles on a birthday cake
- Facility users shall not disturb jigsaw puzzles in progress except to remove the table to another area with the puzzle left intact
- Attire - bathing suits are prohibited
- Capacity – maximum capacity is 150 persons. This number must not be exceeded.

**Risk and Insurance:** Residents and guests use the facility at their own risk. The Resident who reserves the clubhouse is responsible for ensuring the following applicable insurance requirements are met:

- **Resident Insurance:** The Resident making the reservation must provide proof of liability insurance with a minimum of \$300,000 coverage, or if alcohol is to be served \$1,000,000 coverage which specifies that alcohol coverage is included. The insurance must cover the event, the SVOA, and its representatives and is required regardless if a caterer is present. All users must provide a Certificate of Liability Insurance from their insurance carrier showing SVOA as the Certificate Holder (usually an ACORD form 25). The Resident will indemnify and hold harmless the Association and its representatives from any claims made in connection with the event.
- **Caterer Insurance:** If the Resident is using the services of a caterer, the caterer shall provide a Certificate of Insurance showing the SVOA as the certificate holder. The insurance coverage must include General Liability, Product Liability, and Workers Compensation in all cases, plus Alcohol coverage when alcohol is being served. This insurance is separate from the required insurance for residents.

**Fees & Charges:** No fees are charged for reservations. Users must leave the facility clean and in “ready-to-use” condition for the next users. If the Association must repair damage or clean the facility, the user will be charged the actual cost of repair and/or cleaning plus a \$35 administrative fee.

**Minors:** There shall be one adult present for every five children under the age of 13. There shall be one adult present for every eight youth present between the ages of 13 and 18. To ensure their safety and prevent disturbance to surrounding neighbors, minors are to be supervised by the Resident who reserved the facility.

**Decorations:** Individuals or groups who provide “seasonal” decorations in the Clubhouse are to notify the Community Manager before installation including dates of installation and removal. If individuals using the clubhouse for other events wish to remove/relocate existing decorations during their scheduled event, they must inform the Community Manager when making the reservation and obtain his approval before disturbing in-place decorations. The Community Manager will then arrange with the original decorators for removal/relocation of existing decorations during the special event. Anyone moving decorations will be responsible for damages.

**Penalties:** Any violation of this policy, either prior to or during an event, will result in the Resident’s keycard being disabled immediately and a fine of \$50 incurred to reinstate the keycard and SVOA privileges.

**Clubhouse Use Policy ADDENDUM A**

**1. Read Attached Clubhouse Policy**

**2. Contact community manager to verify date availability:**

Willamette Community Management, 541-602-1775 or wcm@willamettecm.com

**Confirmed Date:** \_\_\_\_\_ **Time** \_\_\_\_\_ **to** \_\_\_\_\_ (Include set-up and clean-up times)

**3. This Use Agreement between the Resident and the Stoneybrook Village Owners Association is made by completing the following information:**

Resident (or Non-resident Owner) Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

Event Purpose: \_\_\_\_\_

Rooms Requested: Main Hall \_\_\_\_\_ Kitchen \_\_\_\_\_ Small meeting room \_\_\_\_\_ Patio \_\_\_\_\_

Alcohol to be consumed: \_\_\_\_\_ no, liability insurance in the amount of \$300,000 required  
\_\_\_\_\_ yes, liability insurance in the amount of \$1,000,000 required

Will a caterer be used?  Yes  No If yes, name of caterer \_\_\_\_\_

**Family Member of Resident** (For **Stoneybrook Resident's** benefit.)

Name of Family Member: \_\_\_\_\_ Relationship \_\_\_\_\_

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

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

Resident/responsible party agrees to:

- Use the facility at their own risk. (Single-family have keycard issued; multi-family secure keycard from their manager)
- Comply with all provisions of the attached Clubhouse Use Policy and obey all laws and ordinances.
- Indemnify and hold harmless the Association and its representatives from and against any and all claims of any nature made in connection with the event.
- Provide a Certificate of Liability Insurance as stated in the policy (and caterer's Certificate, if applicable)
- Clean facility in accordance with the "Clean-up Checklist" (Addendum B) and leave the facility in a "ready-to-use" condition for the next group.
- If the Association must perform work to repair or clean the facility to restore the clubhouse to its original condition after your event, you agree to pay \$35 plus actual costs of repair and cleaning. Any charges made will be billed as, and subject to the same rules as, Association assessments.

Please reserve the Clubhouse rooms as indicated above. I have read the Clubhouse Policy and agree to abide by all rules, statutes, and regulations as set forth in the Policy. I understand that I am responsible for any and all damages incurred by the use stated above and agree that any repairs required because of that use will be paid by me to the Association. Further, I agree that the Association, its Board or its agents are **not** liable for any injuries incurred in the use of these facilities.

\_\_\_\_\_ or \_\_\_\_\_

Signature of Resident or non-resident owner      \*Signature of Resident's family member      Date

The person making the reservation is to provide the insurance and be present during the entire event.

**4. Resident is to forward reservation form and proof of liability insurance to SVOA, 4710 SW Hollyhock Cir, Corvallis OR 97333 or place it in the Stoneybrook mailbox in the Clubhouse.**

**Clubhouse Use Policy ADDENDUM B**

**Please use this checklist to ensure that the Clubhouse is returned to its original condition after you have used the facility so that it is in “ready-to-use” condition.**

- All tables and chairs taken from storage shall be returned to the storage room. Chairs shall be in **stacks of six or less**.
- All furniture shall be returned to its original position. Billiard table is not to be moved.
- The two small meeting rooms shall each have a table with eight chairs set up around it.
- The carpeted area shall be left in a vacuum-cleaned condition; the wooden floor shall be swept and any spills “sponged-up”; and the tile floor shall be swept and any spills “sponged up”. Pick up all loose trash.
- Remove all tape, signs/banners, balloons, etc. from ceilings, beams, windows, doors, walls.
- Close and lock all windows and doors, except front entry doors have automatic lock.
- Turn off all lights except bathroom lights which are on sensors.
- Turn off the fireplace (turn off both switches on the right and left side of the fireplace).
- If there are spills on the upholstered furniture, cleaning solvent is located under the sink.
- Wipe all counter tops and tables clean.
- Clean the stoves, ovens, microwave, coffee pots, and refrigerator.
- Stovetop use – turn knob to ignite, do not adjust until flame is burning.
- Run and empty dishwashers; put away clean dishes.
- Remove all food from the facility. Refrigerator is to be empty.
- Users are encouraged to use their personal linens. However, if clubhouse linens (towels, tablecloths, etc) are used, launder them and return them to their drawer within 24 hours.
- Empty all wastebaskets and install new bags/liners (located in drawer to right of silverware). Trash bags are to be tied and left in the kitchen, **inside** the exit door.
- Non-Association owned items may not be stored in the Clubhouse.

Inform the Community Manager immediately if any appliance or furnishing is broken, is not operating correctly, or if something has been spilled on the carpet or furniture

## **Clubhouse Use Policy ADDENDUM C**

The Board of Directors has sanctioned the following Association committees:

Billiards Group  
Games Group  
Happy hour Group  
Lunch Bunch  
Men's coffee  
Single-family potlucks  
SVOA Committees  
Walkie Talkies  
Stoneybrook Lodge\*  
Stoneybrook Assisted Living\*

The events must be scheduled by contacting the Community Manager. These events require prior Board approval. These sanctioned committees do not require completion of reservation forms.

\*The management of the multi-family units may schedule the Clubhouse for events which they host for their Residents or employees.

SVOA Board of Directors' approval is required to add or delete a sanctioned event.