

## 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 room, patio, and kitchen may be 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 SVOA and authorized SVOA groups (Addendum B) 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 the 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 an event in an obituary. The Resident 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-authorized event. The Resident must be in attendance during the entire event.
- Abuse of Clubhouse policies, or events of an offensive nature, may result in cancellation of Clubhouse privileges by the Board President or the Community Manager.
- If any Resident or Board-authorized committee requests an event to be open to the public, such as a civic or government forum, the event must be approved by the Board. The Board will consider the impact on the Stoneybrook community.

- The Board or Board-authorized 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 SVOA 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.
- Residents reserving the Clubhouse must ensure that the Clubhouse is cleaned in accordance with the Clubhouse & Equipment Clean-up Checklist (Addendum C).
- 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 move or in any way adjust the billiards table. Neither shall they put any objects on the table.
- Facility users shall not disturb jigsaw puzzles in progress except to move the table to another area with the puzzle 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 that 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 the insurance carrier showing SVOA as the certificate holder (usually an ACORD form 25). The Resident will indemnify and hold harmless the SVOA 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 and charges:** No fees are charged for reservations. Users must leave the facility clean and in ready-to-use condition for the next group. If the SVOA 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 the 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
CLUBHOUSE USE AGREEMENT

- 1. Read the Clubhouse Use Policy.
2. Contact the 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 Clubhouse Use Agreement between the Resident and the Stoneybrook Village Owners Association is made by providing the following information:

Resident (or non-resident owner) name: \_\_\_\_\_

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

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Event purpose: \_\_\_\_\_

Rooms requested: \_\_\_\_\_ Main room \_\_\_\_\_ Kitchen \_\_\_\_\_ Small meeting room \_\_\_\_\_ Patio

Alcohol to be consumed: \_\_\_\_\_ No; if no, then liability insurance is required in the amount of \$300,000.

\_\_\_\_\_ Yes; if yes, then liability insurance is required in the amount of \$1,000,000.

Will a caterer be used? \_\_\_\_\_ No \_\_\_\_\_ Yes; 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 the following:

- Use the facility at their own risk. (Single-family residents have a keycard issued; multi-family unit residents from the Lodge or Assisted Living secure a keycard from their manager.)
• Comply with all provisions of the Clubhouse Use Policy and obey all laws and ordinances.
• Indemnify and hold harmless the SVOA 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 a caterer's Certificate, if applicable).
• Clean the facility in accordance with the Clubhouse & Equipment Clean-up Checklist (Addendum C) and leave the facility in ready-to-use condition for the next group.
• If the SVOA 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, SVOA assessments.

Please reserve the Clubhouse rooms as indicated above. I have read the Clubhouse Use Policy and agree to abide by all rules, statutes, and regulations as set forth in the Policy. I understand 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 SVOA. Further, I agree that the SVOA, 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 this reservation form and proof of liability insurance to the SVOA, 4710 SW Hollyhock Circle, Corvallis, OR 97333 or place it in the Stoneybrook mailbox in the Clubhouse.

**Clubhouse Use Policy — Addendum B**

**ASSOCIATION GROUPS AUTHORIZED BY SVOA BOARD OF DIRECTORS**

Activities Committee Events

Billiards Group

Men's Coffee

Movie Night

SVOA Committees

Unlike Minds

Village Time

Walkie Talkies

Stoneybrook Lodge\*

Stoneybrook Assisted Living\*

- Events or meetings by the above groups must be scheduled on the SVOA Clubhouse calendar by contacting the Community Manager.
- Activities by these groups in the Clubhouse do not require completion of an agreement form, except for the following: If any Resident or Board-authorized committee requests an event to be open to the public, such as a civic or government forum, the event must be approved by the Board. The Board will consider the impact on the Stoneybrook community.
- SVOA Board of Directors must authorize groups added to or deleted from the list above.

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

**Clubhouse Use Policy — Addendum C**

**CLUBHOUSE & EQUIPMENT CLEAN-UP CHECKLIST**

*Please use this checklist to ensure you return the Clubhouse is to its original condition — so it is ready for the next group.*

- Return all tables and chairs taken from storage room. Return chairs to the racks.
- Return all furniture to its original position.
- Clean the carpeted area with the vacuum. Sweep the tile floor and sponge up any spills.
- Pick up all loose trash.
- Remove all tape, signs/banners, balloons, etc., from ceilings, beams, windows, doors, and walls.
- Close and lock all windows and doors, except the front entry doors, which lock automatically.
- Turn off all lights except bathroom lights, which are on sensors.
- Turn off the fireplace by turning off the switches on both the right and left sides of the fireplace.
- Wipe clean all counter tops and tables.
- Clean the stoves, ovens, microwaves, coffee pots, and refrigerator.
- Run and empty the 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 and return them to their drawer within 24 hours.
- Empty all wastebaskets and install new bags/liners. Tie trash bags and leave them in the kitchen, *inside* the exit door.
- Remove all non-SVOA items from the Clubhouse.
- Inform the Community Manager immediately if any appliance or furnishing is broken or not operating correctly, or if something has been spilled on the carpet or furniture.

*Thank you for helping keep the Stoneybrook Clubhouse in excellent shape for other groups like yours!*