

Deercroft Homeowners & Recreation Association, Inc.

Deercroft Clubhouse Usage Policy:

Fire codes prohibit the use of the Clubhouse for groups larger than 100.

Do not remove pictures from clubhouse walls. Do not place nails in clubhouse wall and do not use adhesive tape or self-stick items. Painters tape or tacky putty for walls are the only acceptable items to utilize for decorations.

There is usually no usage fee for Association-related functions, (e.g., Board meetings, Committee meetings, Association special functions, concerned Members' meetings). Deercroft Homeowners' Association activities have scheduling priority. The person(s) reserving the Clubhouse will be responsible for ensuring that the Clubhouse is properly cleaned after the event.

The Applicant must be present at all times during the rental period and is the "person responsible" for damages.

The application may be secured from the DHA Office or the website (<http://www.deercrofthoa.org>) and must be returned at least two (2) weeks prior to the requested date of the function. The lot owner/applicant will be responsible for any activity or function at the Clubhouse. Improper conduct, whether inside or outside of the Clubhouse, will be not tolerated. Misuse and/or misconduct will be considered by the Board in subsequent rental requests from the Applicant. Any formal written complaints about improper conduct by those attending the event will be subject to review and possible fines by the Deercroft Adjudicatory Panel.

After a function, the Clubhouse Manager and/or DHA Office Manager will examine the Clubhouse to ensure that all guidelines for the rental have been followed. (See *Checklist for Clubhouse Cleaning*).

The Applicant agrees to be responsible for damages done to the Clubhouse, the furnishings and/or equipment. The Applicant also recognizes that he/she, and not the Deercroft Homeowners' Association, is liable for any damages or injuries sustained by anyone using the Clubhouse or equipment during the rental period. The Applicant

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further agrees to indemnify and save harmless the Board and/or Deercroft Homeowners' Association from any loss or damage resulting from or arising out of the use of the Clubhouse.

To assure the sound system equipment is maintained in good operating order a deposit of \$200 is required for private parties in which access to the sound system closet is requested. This deposit is refundable if system is working properly upon inspection by the Clubhouse Manager after use.

Any outside facilities (i.e., tents) must be approved by Clubhouse Manager. There shall be no changes to the electrical wiring or lighting.

No concession will be extended by virtue of rental of Clubhouse, (e.g., pool, golf course or tennis court.) The Board reserves the right to require the Applicant to secure additional liability insurance depending on the nature of the activity for which the Clubhouse is being used.

THE SALE OF ALCOHOL IS PROHIBITED. Applicant accepts responsibility for the serving of alcoholic beverages and agrees to adhere to all relevant NC General Statutes related to this responsibility.

All trash must be bagged and secured after use of the Clubhouse. Please do not place bagged trash outdoors unless deposited in a trash can with a lid located in the trash enclosure at the back of the clubhouse.

The Clubhouse is a smoke-free environment.

The Board reserves the right to refuse use of Clubhouse to anyone.

Checklist for Clubhouse Usage:

1. Empty all wastebaskets. Place all bagged trash from inside cans into outside cans located in the trash enclosure at back of building and secure lids. Place new trash bags into inside cans (new bags in kitchen cabinet under pass-thru)
2. Clean all tabletops and turn chairs up on tabletops, leaving only 6 round tables with 6 chairs per table out. In addition, be sure the two rectangular tables and six chairs are placed back near the front entrance.
3. Lock all exterior doors. Re-set AC to 75(summer), 65(winter).
4. Remove all items from refrigerator that you have placed in refrigerator.
5. Wipe off kitchen counters and center island.
6. Wash and put away any kitchen utensils used. Dishwasher should be started if any items were placed in it.
7. Check the kitchen sink drain for food bits and/or other debris.
8. Check floors for large debris and remove.

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APPLICATION FOR USE OF DEERCROFT HOA CLUBHOUSE FACILITY

RETURN TO: DHA Office, 29960 Deercroft Drive, Wagram, NC 28396

Phone: 910-369-0604 / Email: office@deercrofthoa.org

Date(s) of requested use: _____

Time to be used (include set up and clean up) From: _____ To: _____

Name of responsible person: _____ Phone # _____

Block number _____ Lot number _____ Section number _____

Mailing Address: _____

Email Address: _____

Approximate number of guests: _____ General purpose of use: _____

Will sound system be used? \$200.00 deposit, refundable (Y/N)

CLUBHOUSE USER FEE: \$125.00 usage fee, non-refundable

I have read the Deercroft Clubhouse User Policy and agree to abide by the policies. I will complete all items on the Checklist for Clubhouse Usage. I agree to pay the Clubhouse user fee at least two (2) weeks prior to the event date. I understand if I do not follow cleaning checklist and leave extremely dirty or something is broken, I may be charged accordingly. I understand that by making a deposit for the sound system, I am responsible for the equipment in the closet. I acknowledge that no pictures will be removed from the clubhouse walls and only painter's tape or tacky putty for walls will be utilized for decorations (no nails, tacks, adhesive tape or self-stick items).

I understand the Clubhouse Manager and/or DHA Office Manager will inspect the clubhouse prior to and after the usage date to ensure the facility is clean and undamaged. I agree to return the key to the DHA office NO LATER than 24 hours after the event.

I understand that I must be present at all times of the usage and that I am the person responsible. I have read and understand the procedures for usage.

Signature of Applicant: _____ Date: _____

*****FOR OFFICE USE ONLY*****

Approval of application: _____ Date: _____

Special Provisions: _____

Clubhouse Key Assigned: _____ Date Out: _____ Returned: _____