

HUNTINGDON HOA CLUBHOUSE RENTAL POLICY

POLICY PURPOSE

The purpose of this policy is to document the clubhouse rental policy. This is an operating policy and does not supersede the Huntingdon Articles of Incorporation, By-Laws, or Declarations of Covenants, Conditions and Restrictions.

SCOPE

WHEN RENTING THE “CLUBHOUSE” THE ONLY AREA BEING RENTED IS THE ROOM FACILITY, WHICH INCLUDES THE KITCHEN AND 2 BATHROOMS. ACCESS/ USE OF THE POOL AREAS INCLUDING THE POOL DECK/ DECKSIDE TABLES AND CHAIRS ARE NOT INCLUDED IN THE RENTAL AGREEMENT.

Due to pool size and neighborhood use, Pool use is not included in the Clubhouse rental. A board approved exception may be requested separately for pool use during off-peak days/ hours. Approved exceptions are limited to no more than 10 additional guests.

RULES

1. Huntingdon Homeowners in good standing may rent the clubhouse. HOA dues must be current through the date of the scheduled event. Subsequent delinquencies that occur after reservation and prior to the event date will result in the cancellation of the rental. If you have a question/concern regarding your account, please contact Lambeth Management at (336) 288-4944 or lambethmanagement.com.
2. The Homeowner must be present for the entire event.
3. All residents and guests shall use the clubhouse at their own risk. The Association is not responsible, without limitation, for loss, theft, or damage to persons or personal property.
4. Maximum occupancy of the clubhouse is 60.
5. All fire and safety regulations must be met at all times. Knowledge of such regulations is the responsibility of the renter. A fire extinguisher is located in the kitchen. The NC fire code forbids the use of outdoor grills anywhere within 10 feet of the clubhouse. Anyone desiring to use an outdoor grill must request permission prior to the rental date and the Clubhouse Vice President will provide instructions of approved areas to set up.
6. Rental of the clubhouse includes **only** those areas described above in the Scope.
7. The clubhouse is a **non-smoking** environment- No Exceptions.
8. When it is not pool season, the back door to the clubhouse & pool gate must remain locked at all times; Homeowners/Guests may not enter the pool deck for any reason.
9. The Homeowner is responsible for thoroughly cleaning the facility following the event. Failure to clean clubhouse, or any damages are found following the event, will result in the Homeowner's HOA account being billed accordingly. This will also impact the Homeowners ability to reserve the clubhouse for future use.
10. Decorations can be fastened to the walls and window moldings using only non-permanent adhesives and fasteners. Any damage to the walls or paint will result in a damage charge to the renters HOA account.
11. The Association provides all bathroom supplies.

12. Parking is permitted in the clubhouse parking lot and on the street in front of the clubhouse. Please be respectful of neighbor's driveways.
13. The clubhouse can be rented up to one year in advance.
14. The clubhouse rental inquiry request should include the entire time of the event (including setup and cleanup time), to allow the Clubhouse Vice President to manage potential multiple rental requests.
15. Homeowners may make 1 rental reservations per quarter (4 per year). Exceptions may be considered by the board.
16. Events sponsored by the Board of Directors or one of its sanctioned committees are not subject to the clubhouse rental/reservation limitations.
17. Malicious damage to the clubhouse facility or surrounding common area can result in permanent privilege suspension and/or prosecution at the discretion of the Board of Directors.
18. Persons who violate this policy are subject to having rental privileges suspended by the Board of Directors.
19. **All rentals are subject to the City of Greensboro Noise Ordinance. It is the renter's responsibility to review these ordinances set by the City. The most current noise ordinance can be found by searching the following url:
<http://library.municode.com/index.aspx?clientId=10736>.**

CLUBHOUSE RENTER'S ROLE AND RESPONSIBILITY

- 1. The individual Homeowner renting the clubhouse *must be in attendance throughout the duration of the function.*** It is expected they will monitor guests' behavior to ensure compliance with the clubhouse rules and prevent damage. The renter's privileges may be suspended or revoked for guest violations of clubhouse rules or damage caused by their guests.
2. The Homeowner/renter is responsible for the safety of the attendees; Arrange safe transportation for any intoxicated persons.
3. All amenities i.e. food, plates, serve ware, tablecloths are the responsibility of the renter. Renters are not permitted to utilize or 'borrow' HOA purchased amenities.
4. Any decorations must be put up with regular tape only (NO packing tape or pins), and adhered to the windows, and or window molding ONLY, not the ceiling or walls. All decorations, inside and out, must be removed entirely (including all tape) and put in the trash. This includes any decorations that are placed on the entryway street signs.
5. No table top 'Confetti' type décor is allowed.
- 6. Clean the clubhouse after the rental.** This includes the kitchen appliances, floors and bathrooms. All tables, counters and surfaces must be cleaned. Cleaning products are found under the sink cabinet and in the storage closet. (The deadbolt key unlocks the closet). Floors must be swept (mopped if necessary), and carpet vacuumed. Carpet spills must be cleaned up. A vacuum cleaner is available for use. Please note: **CLEANUP MUST BE DONE IMMEDIATELY FOLLOWING YOUR EVENT.**
- 7. Empty and clean the refrigerator after each rental.**
8. Remove all litter/garbage/decorations from the clubhouse after each rental. Garbage may be placed in the outside clubhouse trash and recycling containers. The inside trash cans should be relined using the extra trash bags provided in the kitchen drawer/ supply room. The renter is responsible for taking the Clubhouse trash/ recycling containers to the curb on the following Sunday night for city trash pickup, and returning the containers to the side of the building, the following day.

9. The tables and chairs must be returned to the original placement prior to the rental. If additional tables and chairs from the storage area were used, they must be returned to the closet and stored in the manner in which they were found. Folding chairs should be upright and stacked tightly against the wall.

10. Return the thermostat to 68o (winter) at the conclusion of the event.

11. Turn off all lights (including bathrooms) and fans. If serving/heating food, please be sure to air out the clubhouse to remove the food odors. If necessary, please leave the ceiling fans on, and email/text the Clubhouse Vice President to advise that you have done so.

12. Properly lock the clubhouse when the rental period has ended including deadbolts on all doors.

13. Failure to securely lock the Clubhouse would result in the Homeowner/renter being responsible for any damage/theft which occurs after leaving.

CLUBHOUSE VICE PRESIDENT'S ROLE AND RESPONSIBILITY

1. Maintain the clubhouse rental calendar, coordinate with Management Company.

2. Respond to rental inquiries, verify account status, and provide additional direction as needed to approve or decline requests.

3. Maintain and update a copy of the dimensions of the clubhouse main room, number of tables and chairs and other pertinent clubhouse facts:

1. The address of the clubhouse is **3607 Chance Road, Greensboro, NC 27410**

2. The clubhouse has an approximate capacity of 50 people (sitting), 60 standing.

3. The room itself is rectangular shaped: 30 ft x 23 ft (including the kitchen area).

4. The kitchen area has a sink, garbage disposal, microwave and refrigerator. NOTE: There is NO OVEN!

5. Tables include: (4) 5ft round tables; (1) 8ft x 2 1/2ft rectangular table; (1) 6ft x 2 1/2ft rectangular table.

6. Additionally, there are two 6ft rectangular folding tables in the storage area, as well as (2) older 5ft round tables that can be brought out and used inside the building.

7. Chairs include: 24 padded chairs w/arms & 31 metal folding chairs (in the storage area).

4. If necessary, provide the renter with access to the clubhouse to see the room prior to rental.

Renters requiring subcontractors, family members or others to see the clubhouse should arrange to have those visits coordinated with this appointment, as other access to the clubhouse will not be permitted.

5. At a mutually convenient time, provide the renter with the clubhouse keys, arrange for key return immediately following the event.

6. Perform a final inspection after the event is complete, contact renter/homeowner if any concerns/issues are discovered.

Clubhouse Rental Policy Amended October 1, 2019