

## **BERRY CREEK CLUBHOUSE**

### **Reservations:**

All reservations for the Berry Creek clubhouse must be made through the HOA website.

Reservations can only be made for the clubhouse. Please note the pool area is always open to Berry Creek residents and cannot be rented or reserved.

Members must be in good standing with their HOA dues to use the facility.

A Berry Creek HOA member must be present during the event.

At no time can the clubhouse be rented/or reserved for a person who is not a Berry Creek HOA member.

The clubhouse, parking lot, and other common areas owned by the Berry Creek Community Association cannot be reserved and/or used for commercial activity by a member or nonmember. This includes private functions for which a fee is charged to guests, private or charitable fundraising events, political functions, and events open to the general public. The Board has discretion to approve neighborhood social events on a case-by-case basis that include retail activities (example: a food truck or ice cream truck at a neighborhood event). Approval for these circumstances will only be granted after documentation for all applicable liability insurance is provided.

**All members who reserve the clubhouse will be responsible for the usage and cleaning protocol below.**

### **Clubhouse Usage:**

- The Berry Creek clubhouse is a non-smoking building.
- No wet swimsuits are allowed in the clubhouse at any time.
- No children under 18 are allowed in the fitness room. (Door should stay closed during events.)
- Any damages to property/furniture incurred at a reserved event by any attendee will be reserving parties' responsibility.
- No items may be taped, nailed, or attached to the walls in any way. **No glitter.**
- The doors to the clubhouse shall remain closed when applicable.
- The air shall remain at a reasonable setting to protect the utility costs.
- No person under the age of 21 is permitted to possess or consume any alcohol in the clubhouse or common areas.
- No child under the age of 18 shall be present in the pool or clubhouse area without a guardian.
- All parking for clubhouse events shall be in clubhouse parking lot. Overflow parking shall remain courteous of the neighbors and shall not block any entrances.
- All members reserving the clubhouse for an event must complete the rental cleaning check list after the event has occurred.

# BERRY CREEK HOA – CLUBHOUSE CLEANING CHECKLIST

You have reserved the clubhouse for your event. Please note that the pool area is always open to Berry Creek residents and cannot be reserved/rented.

Please leave the clubhouse neat, clean, and ready for the next event. The cleaning checklist below must be completed immediately following your event and left on the counter in the kitchen area.

Name \_\_\_\_\_ Reservation Date & Time \_\_\_\_\_

## **CLUBHOUSE AREA (INSIDE)**

Place furniture, rugs, and clubhouse decorations back in their original places. \_\_\_\_\_

Remove all personal decorations from the clubhouse. \_\_\_\_\_

(Tape and nails may not be placed on the walls or woodwork. No glitter.) \_\_\_\_\_

Place heater on 65 (winter) or air conditioner on 80 (summer). Fan on AUTO. \_\_\_\_\_

All trash from your event must be removed by you from the clubhouse and pool area. \_\_\_\_\_

City trash/recycle containers are located near the outdoor bathrooms. During months that the pool is in use or if the clubhouse has heavy use, these containers may fill before trash day. In that case, please take your trash to your private container.

Replace trash liners in each trash can used. (Trash bags are located in the storage closet.) \_\_\_\_\_

Be sure all doors and entrances are secured and locked (main, two pool, fitness room). \_\_\_\_\_

Turn out all lights. \_\_\_\_\_

Remove all items from refrigerator, dishes, or any items brought in for the event. \_\_\_\_\_

All appliances (microwave and refrigerator) should be wiped out and cleaned. \_\_\_\_\_

Unplug and clean coffee pot or any small kitchen appliance. \_\_\_\_\_

Rinse out and clean sink. \_\_\_\_\_

Wipe down all countertops and tables. \_\_\_\_\_

Sweep floors, and mop any areas with spills. \_\_\_\_\_

Tables, chairs, or any furniture shall be cleaned of any spills, crumbs, or messes. \_\_\_\_\_

If Berry Creek tables and chairs are used, return all items to the storage room. \_\_\_\_\_

## **PATIO/POOL AREA (IF USED DURING EVENT)**

Return all pool chairs and tables back to their original position. \_\_\_\_\_

Remove any trash, food, or party items from the outside area. \_\_\_\_\_

Secure/lock pool gate. \_\_\_\_\_

Outside bathrooms should be picked up and trash removed. \_\_\_\_\_

Replace outside bathroom liners. \_\_\_\_\_