

Name _____

Address _____

Date/Time of Event _____

COUNTRYSIDE HOMEOWNER ASSOCIATION, INC.

Rules and Guidelines for CHOA Meeting Room Use

Revised 9/2/14

1. RESERVATIONS - Advance reservations shall be required for the use of the CHOA meeting room. Two weeks advance notice is requested if possible. Reservations may only be made by Association members in good standing, or their delegates. Reservations are accepted on a “first come, first serve” basis. If the meeting room is being reserved for activities involving children, there must be adequate adult supervision at all times the room is in use.

2. DEPOSITS - A deposit shall be required prior to the issuance of any keys to the CHOA meeting room. The amount of the deposit is fixed at \$100.00. Deposits shall be held until the room is no longer needed by the Association member, or delegate, requesting the use of the room or for six months, whichever comes first. All deposits shall be refunded when the Association member no longer requires use of the room and the room is found to be in good condition, needing no repairs or cleaning stemming from misuse or abuse. Repair/cleaning costs above the \$100.00 deposit will be billed to the Association member, or delegate, and are due immediately upon presentation of the bill. All keys shall be returned at the time a refund is requested. Refunds of deposits shall be made within fourteen (14) days of request. **DEPOSIT WILL BE FORFEITED IF THERE IS ALCOHOL PRESENT OR THERE IS EVIDENCE OF ALCOHOL AT THE EVENT.**

EXCEPTION: ALL CHOA BUSINESS AND COMMITTEE ACTIVITIES WILL NOT BE REQUIRED TO POST A DEPOSIT; HOWEVER, THEY ARE STILL REQUIRED TO MAKE ADVANCE RESERVATIONS.

3. KEYS - The Association member, or delegate, who makes reservation and receives keys shall be present at all times the room is in use for their activity. Failure of Association member, or delegate, to be present shall result in their loss of room use privileges. Any loan or duplication of the key(s) to the meeting room shall terminate the right to use the meeting room. The key(s) shall be returned to the CHOA office upon demand made by any member or the CHOA Board of Directors or their delegate.

4. SPECIFIC RULES -

- a. THERE IS NO ALCOHOL CONSUMPTION ALLOWED IN OR AROUND ANY OF THE CHOA OWNED FACILITIES. (You will lose your deposit for this infraction)
- b. NO SMOKING ALLOWED IN MEETING ROOM
- c. The CHOA Board of Directors or their delegate reserves the right to spot check activities being conducted in the meeting room for compliance with CHOA guidelines and rules.

5. GENERAL RULES -

- a. The meeting room must be cleaned after each use. Sink and countertop must be rinsed and wiped clean. Tables must be cleaned and any residue or marks removed

- from surface. (Cleaning products will be kept available for use, in cabinet in bathroom or under sink)
- b. Floors must be swept or vacuumed. (Broom, Dustpan and vacuum cleaner are located in the bathroom) Must be mopped if needed.
- c. Restroom should be checked for paper residue and water or spots left on toilet seat. Restroom sink should be rinsed and wiped clean.
- d. All trash is to be removed from the premises and taken with Association member or their delegate. No trash is to be left inside the meeting room or left outside for disposal.
- e. Adjust AC/Heat for comfort. Reset when you leave Heat 65 degrees or AC 74 degrees.
- f. All lights must be turned off and the door locked when finished using the meeting room.
- g. The room will only be used during the time that the Association member or their delegate has requested and the Board of Directors approved. Any use other than the approved times will be deemed as trespassing and demand for the return of the key(s) and termination of meeting room use privileges will result.

I have read the above rules for using the CHOA meeting room and agree to abide by them. I further acknowledge receipt of the key(s) to the CHOA meeting room, which I shall use only as stated below. I understand any infraction of the rules will result in the loss of my right to use the CHOA meeting room and/or deposit.

Name of Association member, or delegate, receiving key(s)

Signature _____

Address _____

Email _____

Home phone _____ Work phone _____

Purpose of meeting room use

Date of use _____ Time room will be in use _____

Deposit made _____ Date _____

Deposit refunded _____ Date _____

Repairs/cleaning if necessary

Cost of repairs _____ Date repairs bill issued _____

COMMENTS: