

# **GOVERNOR'S RANCH HOMEOWNERS ASSOCIATION**

## **Facility Use Guidelines**

Governor's Hall (Clubhouse) is for the use of Governor's Ranch residents, immediate families and their guests only. The use of the facilities is governed by the Manager, Clubhouse Committee and the Board of Directors.

### **Main Room**

The Main Room located on the upper level of the Clubhouse is intended to be used for community functions such as special events, parties, classes and meetings by prior arrangement.

During normal Clubhouse hours, as posted, and at the discretion of the manager, the Main Room may be used for other purposes.

We request that children be accompanied by an adult, unless they are attending a scheduled activity. Please advise your children that the Clubhouse is not a play area and they will be required to adhere to the rules.

### **Locker Rooms, Showers and Downstairs Meeting Room**

The locker rooms may be used during the summer months and are intended to serve residents using the pool and tennis courts. The downstairs meeting room is intended to serve as a meeting space for small community groups and may be used during normal Clubhouse hours at the discretion of the Manager. The meeting room must be scheduled in advance through the Association office.

Residents using these areas are required to clean up all of their personal belongings and any trash accumulated from their visit or meeting. The restroom area is closed from September through May.

### **Group Activities**

#### **Weekday or Weeknight**

Community groups (Scouts, Gourmet I, Gourmet II, Craft Groups, Bridge or game groups, GRE classes, Book study groups) may schedule, no sooner than one year in advance, the use of the Clubhouse on weekdays or weeknights (Monday through Thursday) at no charge. The group must be open to the entire Governor's Ranch community and provide a roster to show that two thirds of the participants are residents of Governor's Ranch.

Weekend Community groups may schedule, during the calendar year and no sooner than one year in advance, up to 6 weekend (Friday through Sunday) events at no charge

Community groups are governed by all of the same Physical Property and Cleanup Responsibilities rules as Private Function Rentals. Under no circumstances are they to leave the facility to be cleaned by HOA staff or subcontractors.

### **Physical Property and Cleanup Responsibilities**

The resident, who is hosting or acting as leader of any group using the Clubhouse, is responsible from the time of set-up until clean-up is complete and will be in attendance when guests and vendors are present. The resident is to leave the facility in the same, or better, condition than he/she found it. The resident is required to clean the entire area used before leaving including the front drive and parking lot area. Cleaning responsibility is the resident's, however, the resident may utilize the HOA Commercial Janitorial Staff at the rate quoted by the Janitorial Supervisor as arranged by the HOA staff. Janitorial service must be requested well in advance. Use of outside janitorial service must be paid in advance. Cleaning is to include, but is not restricted to, emptying trash into the dumpster west of the Clubhouse, emptying the dishwasher and restacking the dishes (if used), cleaning bathrooms and kitchen, and vacuuming the carpet and sweeping the dance floor. All utensils and food items must be removed from the facility before the end of the allotted time of usage.

### **Commercial Ventures**

No ventures of any kind which can be construed as commercial will be permitted. It is intended that the Clubhouse will not serve as a showroom for private business enterprises. The Clubhouse is not available for fund raisers.

### **Educational Programs**

Educational Programs are allowed as long as no products are sold on the premises. Number of uses by such programs may be limited. Such programs would require the standard rental fee based on the size of the group

### **Advertising of Private Facility Use**

The distribution of flyers throughout Governor's Ranch will be permitted. Invitations to friends outside the Community are appropriate. These may be written or oral. Other restrictions may be placed on invitations related to use of the Clubhouse by the manager, Clubhouse Committee and with final approval of the Board of Directors.

No advertising or notices in local papers is permitted.

### **Private Party Use**

Residents may schedule the facility up to one year in advance. Only residents may rent the facility and must be on premises at all times. Any activity that is not regularly scheduled and is not generally open to all Governor's Ranch residents is considered a Private Function.

Residents must fill out an application at the Association office for permission to use the Clubhouse for private parties, special groups or meetings. At this time the resident will pay the rental fee. Payment of the rental fee secures the date for the function. Please see Private Use Rules and Regulations for details.

### **Private Use Rules and Regulations**

The Clubhouse may be rented for private parties ONLY by Governor's Ranch residents in good standing with the Association. Only a homeowner whose signature is on the

warranty deed of the property or his delegated tenant may rent the facilities for a private function. Such delegation shall be in writing. Rental is available after Office hours when there is no previous community activity planned. Community activities take precedence. Use of the landscaped grounds for group activities must be cleared through the office to prevent conflicts but there is no rental fee.

#### **Fees**

Private rentals will be charged the following rates for weekend or weeknight use:

25 guests or less-----	\$75.00
26 to 99 guests-----	\$125.00
100 to 150 guests-----	\$175.00

These fees will be reviewed yearly and are subject to change.

#### **Size Limits**

No private facility use for over 150 guests will be permitted due to fire code limitations.

#### **Cancellation Policy**

Please notify the Association office as soon as possible if your function is cancelled so that the rental is available for other residents. If cancellation occurs fourteen days or less before the rental, there is no refund of the rental charge. Rentals which are cancelled more than fourteen days in advance of the date will not be charged a penalty fee.

#### **Security Deposit**

A \$1000.00 security deposit will be required from the resident in a separate check. Should the conditions of the contract not be met, the check will be retained until the damage is repaired or the Clubhouse is re-cleaned. After inspection by the Clubhouse Committee volunteer or Association staff, providing the Rental space is properly cleaned and there is no damage to the facility, the security deposit check can be picked up or can be shredded by the Association staff if the renter asks the Association staff to do so.

#### **Procedures**

Governor's Ranch residents are to make application to the Association office for permission to use the Clubhouse for private parties, special groups or meetings. During private facility usage, it is the responsibility of the resident who signed the contract to guarantee the rules and regulations that pertain to the rental agreement are adhered to by every guest present. Regardless of the purpose of the private facility use, the **resident is required to be physically present during the entire function including set up and clean up including any time when there are guests or vendors present.**

By signing the rental agreement, the resident is guaranteeing that there will be no liquor served to minors in any form, no illegal drugs will be allowed on Association property, and the Homeowner's Association will be indemnified against any responsibility if the homeowner allows either illegal use or presence of these substances. The homeowner will also be responsible for the actions of any and all of the guests for the duration of their presence on Association property.

After you have chosen a date and confirmed availability with staff

- Fill out reservation sheet
- Pay rental fee
- Adhere to policy for key pick-up
- Set-up during regular office hours (before 5pm) must be arranged in advance with the Manager

Final walk through with staff:

- Keys must be picked up by 4:00pm on Friday for a weekend rental
- Fill out and sign License Agreement which denotes adherence to all rules and guidelines for using the facility
- Remit check for damage deposit
- Review instructions for audio/visual equipment
- Review opening and closing procedures for security system

After the event:

- May return keys to drop box at front door or return during the next business day during regular business hours. Keys should be returned within three days of the rental.

Regulations:

- No loud, abusive or profane language or any other breach of the peace will be tolerated
- CD players, stereo or musical instruments may be used in the Clubhouse, but volume must be kept at a level that will not disturb the neighbors
- No one under the age of 21 is to be served intoxicating beverages
- When intoxicating beverages are served, the member host is held responsible for the orderly conduct of all of their guests
- The Fire Marshal has established a fire code maximum limit of 150 people to be on the premises of Clubhouse at one time. Please abide by this rule for the safety of everyone concerned.
- **NO SMOKING IN THE CLUBHOUSE**
- No one will be permitted in the pool area or tennis courts during non-operational hours
- Be a good neighbor. **Disturbing noise** levels that travel to the surrounding homes must be terminated by 9:30 pm on week nights (Sunday – Thursday) and by 11:00 pm on weekend nights.
- Disorderly conduct or breach of the peace may result in contacting the Sheriff's Department
- The Clubhouse and HOA property are to be cleaned up by the resident host immediately after the party
- If food or beverage is served that contains a dye and that food or beverage causes a stain on the carpet or furniture, the resident will be charged for the amount of the clean-up of the stain(s)

- The resident host must be in attendance during the entire reservation from set-up through cleanup
- The Clubhouse must be secured by 2:00am including clean-up
- No helium balloons allowed because of interference with the security system
- Artwork is not to be moved or taken down except by Association staff
- For weekday rentals, by special permission from the Manager, set-up time between 3:30 and 5:00pm can be arranged, though it is requested that set-up for the party take place after 5:00pm
- No glass is permitted on the deck
- Any posters, decorations etc. must be secured by the blue tape that can be found in the kitchen closet
- The front driveway area and parking lot should be inspected and cleared of trash

#### **Additional Charges**

- If the Clubhouse is not clean upon inspection, the renter can be charged for the clean up at the rate of \$20.00 per hour
- Damage to the furniture and carpet as a result of spots, stains, cigarette burns, etc. can result in a minimum of \$60.00 charge for spot cleaning, carpet replacement, etc. Items which need to be replaced will be reimbursed by the renter at the current replacement cost.
- The oven, microwave and all lights, except the single light at the stairway entrance, must be turned off. Failure to do so will result in a \$25.00 fine. (outside lights are on a timer basis and are kept on all night long.)
- All windows and doors of the Clubhouse are to be checked and locked by the resident host upon completion of the party. A \$50.00 fine will be charged for failure to secure all doors and windows including locks on sliding doors.
- Failure to set the security system will result in a \$50.00 fine
- If helium balloons, which are against the rules, are used there will be a charge of \$50.00 if the alarm system is inadvertently triggered.

#### **Keys**

Keys not returned within three business days will result in a \$20.00 charge. Lost or misplaced keys will result in additional charges that could include the cost of rekeying the building. This will be charged at the same cost incurred by the Association.

The Clubhouse Committee and Board of Directors will be notified any time additional charges are required. The Board of Directors reserves the right to deny rental privileges if repeated violations occur.

#### **Optional Use/Additional Charges**

There is no charge for the use of tables, chairs, the portable bar or the podium. Use of dishes, glasses or place settings must be arranged in advance. Breakage or loss of place settings will result in a charge to cover the cost of the items lost or broken.

- Table linens are not available.
- Tables and chairs DO NOT leave the Clubhouse. They cannot be borrowed or rented for personal use.
- The gas fireplace is for your enjoyment. The ignition for the fireplace is on the right hand side of the logs and clearly marked to turn off/on.

Fines for non adherence to the guidelines will be levied by the Manager with input from the Board of Directors and/or the Clubhouse Committee and such fines are dependant upon the severity of the infraction.

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