

## **DEER CREEK VILLAGE HOA CLUBHOUSE POLICY**

The Clubhouse is intended to serve as a meeting place for the Deer Creek Village HOA functions and is available, with a fee, for use for **social functions HOSTED and ATTENDED** by DCV homeowners/residents and their guests.

1. DCV homeowners/residents must be in attendance at all times. The pool **CAN NOT** be reserved for private functions and is *not to be used during a function after normal pool hours*.
2. The Clubhouse is to be kept locked at all times except during scheduled functions. Keys will be made available for those adult residents scheduling approved functions.
3. Planned HOA events/activities take precedence over private functions.
4. The Clubhouse is to be used for social purposes only **NOT for any activity which would yield personal monetary gain or for outside organizations having regularly scheduled meetings**.
5. **No glass containers** are allowed in the parking lot, pool deck, and / or in the children's playground.
6. Due to the size of the Clubhouse and the close proximity of homes, careful attention must be paid to music and noise. At no time should the sounds of a gathering be heard outside of the Clubhouse building.
7. After guests arrive, doors should remain completely closed (*Do not prop doors open.*)
8. Guests should enter and leave functions by the front door in order not to disturb residents that reside around the Clubhouse.
9. The earliest start time/meeting time to complete the Pre-Cleaning Check List is 10:00 a.m.
10. Post-Cleaning Check List will be done prior to 9:00 p.m., when parties finish after 9:00 p.m. the Post-Cleaning Check List at a time designated by the Clubhouse Chairperson.
11. All evening functions must be over by **10:00 PM Sunday through Thursday** and by **12:00 AM on Friday and Saturday** nights with *No Exceptions*.
12. NO Smoking or vaping is permitted inside the Clubhouse.
13. The DCV homeowner/resident reserving the Clubhouse will assume full responsibility for any and all accidents or claims that may arise as a result of any accident or for any other reason in connection with the function or lease of the Clubhouse by said homeowner/resident. The said homeowner/resident shall agree to the hold harmless contained in the Rental Agreement to which these rules are attached.

## **Clubhouse Reservations:**

1. Reservations are not held. The Clubhouse will be made available on a first-come/first-serve basis when paperwork & check are received. The DCV homeowner/resident whose homeowner dues are current and there are no previous delinquent check(s) for rental.
2. The reservation process will commence upon receipt of the deposit\rental check made payable to Deer Creek Village HOA and the signed contract. There will be NO verbal “holds”.
3. Reservations are not recorded and confirmed until the completed Clubhouse Reservation Agreement is received and the deposit\rental check has cleared the bank.
4. The Clubhouse reservation contact person is Lisa Teaff at (405) 471-9816 leave a voice mail or a text and your call will be returned as soon as possible.
5. The Clubhouse Reservation Agreement must be completed, signed and submitted to the Chairperson a minimum of seven (14) days before the requested date and the deposit must clear the bank before the reservation is recorded. **It is suggested reservations be made as far in advance as possible.**
6. Check the calendar at <http://www.deercreekvillage.com/calendar.html> or call Clubhouse Chairperson to determine if date desired is available.
7. The items on the top of the form under Reservation Information are to be completed in detail for all functions. ***Please be specific, please. Just writing the word “party” for specific purpose is not adequate.***
8. A \$140 Reservation Deposit and \$60 User Fee (non-refundable) per calendar day of event must accompany all reservations ***one check for a total of \$200.00.***
9. Checks will be accepted from **the host primary DCV homeowner/resident only** and should be made **payable to the Deer Creek Village HOA.**
10. **Your reservation will be confirmed** by text message once the Homeowner\Tenant has fully completed the above steps 1-11 have been completed.
11. Anyone who reserves the clubhouse but wants to **cancel the reservation must notify the Clubhouse Committee no later than 14 days prior to the event either in writing.** If the cancellation is not received fourteen days prior to the event then the homeowner will receive a refund of the \$140 deposit but not the \$60 User Fee.
12. A date change to the reservation must be done must be done in writing no later than 14 days prior to the event. If the date is changing a new form must be completed with new information and a written notice of the date that is being cancelled.

13. Any specific questions concerning cleaning, hours, use of extra tables, chairs, etc. should be directed to the Clubhouse Chairperson at the time the reservation is made. Chairpersons will not be available to go to the Clubhouse on last minute notice to answer questions, provide keys, etc.
14. Keys will be given to the DCV homeowner/resident making the reservation during the Clubhouse walk-through the day of the event or the day prior depending availability.
15. If the DCV homeowner/resident misses the appointed scheduled time to complete the Pre-Inspection Walk-Through the DCV homeowner/resident waives the right to have a pre-cleaning walk-through or request any additional cleaning.
16. The DCV homeowner/resident can reserve the Clubhouse for the **ENTIRE day or PARTIAL day**. If reservation is for a partial day. **If you are the 2nd (second) rental of the day is NOT guaranteed that all items on the Pre-Inspection form will be complete.** There might not be time to have the clubhouse cleaned entirely according to the previous party Post Inspection Checklist. The Clubhouse Chairperson will do their best to make sure that the 2<sup>nd</sup> party scheduled will have the time turn the Clubhouse over in accordance with the Pre-inspection walk-through Checklist. **The Clubhouse is not guaranteed to be clean if you are booked as the 2<sup>nd</sup> party.**
17. There must be a **minimum of 2 hours between parties** to complete the walk through, inspection Checklists and any additional cleaning.

### **BEFORE THE FUNCTION:**

1. The DCV homeowner/resident making the reservation will meet with the DCV Clubhouse Chairperson on the day of the function or the day prior depending availability at a time set by the DCV Chairperson.
2. The DCV homeowner/resident and DCV Chairperson will do a walk through and complete the Pre-Inspection Checklist and walk-through.
3. Key(s) will be given to the DCV homeowner/resident once the Pre-Inspection Checklist is complete.
4. A time will be established to complete the Post Cleaning Inspection Checklist either after the party if before 9:00 p.m. or when parties finish after 9:00 p.m. a time will be designated by the Clubhouse Chairperson.

## **FOLLOWING THE FUNCTION:**

1. The Post Cleaning Checklist is to be completed when the homeowner/resident's function is over.
2. Notify the DCV Chairperson of any problems encountered and any damage to Clubhouse and/or grounds during use.
3. Meet at the time determined on the Pre-Function Cleaning Walk-Through, a minimum of hour prior to the next scheduled party.
4. Return the key with the Post Cleaning Checklist to the DCV Chairperson.
5. The DCV Chairperson and DCV homeowner\tenant will review the Post Cleaning Checklist to verify that the premises and grounds are left appropriately clean.
6. In the event that any of the items on the Post Cleaning Checklist are unsatisfactory, the DCV homeowner\tenant will be required clean until the Clubhouse and grounds are appropriately clean. If not the reservation deposit will be forfeited.
7. Should any DCV homeowner/resident or guest using the Clubhouse damage, destroy or lose any of the property therein, the host DCV homeowner/resident will be **FULLY responsible** for the entire cost of replacement and repairs. In the event that the entire cost of replacement and repairs is not paid, then a lien will be filed on the host homeowner/resident's home.
8. The host DCV homeowner/resident is responsible for all Clubhouse keys until they are returned WITH the Post Cleaning Checklist to the Clubhouse Chairperson.
9. The **Reservation Deposit** in the amount of \$140.00 will be returned to the host DCV homeowner/resident under the following conditions:
  - a. The Clubhouse is cleaned and left in an acceptable condition.
  - b. All conditions of the Clubhouse Reservation Agreement have been met.
  - c. The deposit will be refunded within 14 business days from the date **the key and a satisfactory post-inspection Checklist are returned** and the above conditions (9 a & b) are met

## **LOSS OF CLUBHOUSE PRIVILEGES:**

1. Homeowners/residents may lose the privileges of reserving and using the DCV Clubhouse for any of the following reasons:
  - a. Noise and disturbance that carries outside the DCV Clubhouse building to the extent that DCV homeowners/residents are disturbed.
  - b. The pool is used after normal pool hours. 10:00 a.m. – 9:00 p.m.
  - c. The cleaning standards have not been met according to the Post Cleaning Checklist.
  - d. It is found that information provided to the DCV Clubhouse Committee on the Clubhouse Reservation Agreement has been misrepresented intentionally for any reason.
  - e. The DCV homeowner/resident whose homeowner dues are NOT current.
  - f. There is a previous delinquent check(s) for rental.
2. When any of the above conditions are found to be true, the host DCV homeowner/resident will lose DCV Clubhouse privileges for a period of time in keeping with the severity of the offense as determined by the DCV Board of Directors.
3. The host DCV homeowner/resident will be notified in writing from the Board of Directors of such a loss of Clubhouse privileges.

Reservations are not guaranteed until deposit\rental checked is received and reservation is confirmed by text to the DCV homeowner\tenant from the Clubhouse Chairperson.

**DCV HOMEOWNER'S ASSOCIATION CLUBHOUSE RESERVATION AGREEMENT**

Revised 01/05/19

- 1.) Homeowner/Resident's Name \_\_\_\_\_
- 2.) Homeowner/Resident's Address Home \_\_\_\_\_
- 3.) Phone# \_\_\_\_\_ Cell # \_\_\_\_\_ Work # \_\_\_\_\_
- 4.) Date Requested: \_\_\_\_\_ Anticipated Number of Guests: \_\_\_\_\_
- 5.) Specific Purpose of Use: (more information than "party") \_\_\_\_\_
- 6.) Set-up Time: \_\_\_\_\_ Starting Time: \_\_\_\_\_
- 7.) Finish Time: \_\_\_\_\_ (no later than 10:00 p.m. Sun-Thur. and 12:00 a.m. Fri & Sat)
- 8.) I am \_\_\_\_\_ OR I am not \_\_\_\_\_ requesting to use the DCV Clubhouse grill.

**\*\*\*1-8 MUST be complete before submitting your reservation.\*\*\***

You will be notified by text or phone call with a time to meet at the Clubhouse to receive the key and complete the pre-inspection check list.

*I understand that I am responsible for meeting the conditions stated in the Clubhouse Rules and the Cleaning Checklist as part of my entitlement in using the DCV Clubhouse. I understand that I must be in attendance for the function at all times. In the event that any of the items on the Post Cleaning Checklist are unsatisfactory, I understand that I will forfeit my Reservation Deposit. I am aware that I am assuming responsibility for any loss or damage to the premises and the items therein from the time I get the Clubhouse keys until I turn the keys in. In the event of damage or loss I will be fully responsible for the entire cost of replacement or repairs. I also understand as the DCV homeowner/resident reserving the Clubhouse that I am assuming full responsibility for any and all accidents or claims that may arise as a result of any accident or for any other reason in connection with the function or lease of the Clubhouse. I also agree to the hold harmless contained in the Rental Agreement to which these rules are attached.*

*Signature if Homeowner/ Resident*

*Date*

**Pre-Event:**

Reservation & User Fee Received: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_

Accepted by: \_\_\_\_\_

Date Check Cleared the Bank: \_\_\_\_\_

Event Approved on: \_\_\_\_\_ Or Event Disapproved on: \_\_\_\_\_

By: \_\_\_\_\_

Reason for disapproval: \_\_\_\_\_ By: \_\_\_\_\_

Date Reservation & User Fee returned if disapproved \_\_\_\_\_

**(Completed by Authorized HOA Board Members Only)**