

PRIVATE USE OF THE BEAR PAW CLUBHOUSE

The Bear Paw Clubhouse is a valuable asset to our community. As such, it is maintained by the Bear Paw Service District and use of the facility is coordinated by the Bear Paw Property Owners Association through their Community Action Committee. Note: Private use of the Clubhouse does not include exclusive use of the Pavilion or the Swimming Pool.

The Clubhouse may be reserved use by any member of the Bear Paw Property Owners Association, the Bear Paw Cottage Owners Association or the Bear Paw Trees I and Trees II Condominium Associations (“ASSOCIATION”). The “ASSOCIATION” member reserving the Clubhouse must sign an AGREEMENT FOR PRIVATE USE OF THE BEAR PAW CLUBHOUSE (“AGREEMENT”) and comply with all requirements for use detailed in the pages of this document.

RULES FOR PRIVATE USE: In order to reserve the Clubhouse for private use, the responsible “ASSOCIATION” member will be required to comply with the following:

1. Reserve the facility at least 1 week in advance – your reservation may be for no more than 3 consecutive days. Reservations on holiday weekends are not allowed.
2. Agree to be in attendance for the entire event.
3. Agree that the event will end no later than 11:00 PM.
4. Be responsible for all consumable supplies needed for the event.
5. Allow patrons of the pool access to the restrooms in the Clubhouse via the side door.
6. Sign the AGREEMENT FOR PRIVATE USE OF THE BEAR PAW CLUBHOUSE acknowledging responsibility for clean-up and for any damage to the facility and/or equipment beyond normal wear and tear.
7. Pay a fee of \$50 for each day of private use of the Clubhouse as well as a separate refundable security deposit of \$150. The security deposit is refundable once all requirements for use are met and the CLUBHOUSE CHECK LIST is completed and any follow-up actions taken. Both checks should be made payable to the BPPOA.
8. Complete and sign the attached CLUBHOUSE CHECK LIST with the designated representative of the BPPOA before the event and again immediately following the event unless special arrangements are made in advance to do this at a later time.

NOTE: Events held by the BPPOA or their affiliates for the benefit of all Bear Paw residents are exempt from these requirements.

Make arrangements for private use of the Clubhouse by contacting Chrissie Howard or Randy Barton in the office at 828/644-0808 or Lydia Kennedy, clubhouse chairperson at 828-644/1090.

AGREEMENT FOR PRIVATE USE OF THE BEAR PAW CLUBHOUSE

NAME OF "ASSOCIATION" Member _____

PHONE# _____ ALTERNATE PHONE# _____

BEAR PAW ADDRESS _____

DATE OF EVENT _____ TIME OF EVENT: BEGINNING _____ ENDING _____

TYPE OF EVENT _____ ESTIMATED # OF ATTENDEES _____

WILL YOU NEED TABLES _____ CHAIRS _____ PICNIC TABLES: _____

TWO CHECKS ARE DUE AT THE TIME THIS AGREEMENT IS SIGNED: ONE IS TO COVER THE \$50 PER DAY FEE FOR PRIVATE USE OF THE CLUBHOUSE; THE OTHER IS A \$150 REFUNDABLE DEPOSIT WHICH WILL BE REFUNDED ONCE ALL CLEAN-UP REQUIREMENTS ARE MET AND THE CLUBHOUSE CHECK LIST IS COMPLETED AND ANY FOLLOW-UP ACTIONS TAKEN. BOTH CHECKS SHOULD BE MADE PAYABLE TO THE BPPOA.

THE "ASSOCIATION" MEMBER SIGNING THIS DOCUMENT AGREES TO COMPLY WITH ALL "RULES FOR PRIVATE USE" OF THE CLUBHOUSE, TO BE FINANCIALLY RESPONSIBLE FOR ANY DAMAGE TO THE FACILITY OR EQUIPMENT BEYOND NORMAL WEAR AND TEAR AND TO COMPLETE AND SIGN THE ATTACHED CLUBHOUSE CHECK LIST WITH A BEAR PAW REPRESENTATIVE BEFORE AND AFTER THE EVENT.

"ASSOCIATION" MEMBER

DESIGNATED BEAR PAW REPRESENTATIVE

DATE SIGNED

DATE SIGNED

CLUBHOUSE CHECK LIST

NAME OF "ASSOCIATION" MEMBER _____ DATE OF USE _____

RULES REVIEWED? YES _____ NO _____

	<u>BEFORE EVENT</u>	<u>AFTER EVENT</u>
DOORS UNLOCKED/LOCKED 5 doors; front, back, upstairs, kitchen and side	_____	_____
THERMOSTAT SET	_____	_____
UPSTAIRS CONDITION	_____	_____
DOWNSTAIRS CONDITION	_____	_____
KITCHEN CONDITION	_____	_____
BATHROOM CONDITION	_____	_____
PAVILION CONDITION	_____	_____
TABLES/CHAIRS COUNTED/CHECKED/PUT AWAY	_____	_____
PICNIC TABLES COUNTED/CHECKED	_____	_____
GAME EQUIPMENT CHECKED/PUT AWAY	_____	_____
TRASH CANS/TRASH TO DUMPSTER	_____	_____
DECORATIONS TAKEN DOWN	_____	_____
LIGHTS ON/OFF	_____	_____
KEYS GIVEN/RETURNED	_____	_____

IF ALL CONDITIONS OF THIS CHECK LIST HAVE BEEN MET, THE BPPOA WILL RETURN THE \$150 DEPOSIT WITHIN 2 WEEKS OF THE EVENT. ANY DAMAGE TO THE FACILITY AND/OR EQUIPMENT WILL BE THE FINANCIAL RESPONSIBILITY OF THE "ASSOCIATION" MEMBER WHO SIGNED THE "AGREEMENT."

"ASSOCIATION" MEMBER DATE

DESIGNATED BEAR PAW REPRESENTATIVE DATE

"ASSOCIATION" MEMBER DATE

DESIGNATED BEAR PAW REPRESENTATIVE DATE