

STONEYBROOK VILLAGE OWNERS ASSOCIATION

Clubhouse Use Policy

The Stoneybrook Village Owners Association (SVOA) Clubhouse may be used by Residents and/or Owners of Stoneybrook Village for private functions on a reservation basis by contacting the community manager and completing the Clubhouse Use Agreement (Addendum A). The Board of Directors has established the following policies to ensure maximum enjoyment of these facilities.

Reservations – The Clubhouse main room, meeting rooms, and kitchen may be reserved by Residents, and with community manager consent, a family member of the Resident if the function is to benefit the Resident. Throughout this policy, the term Resident is used for the person making the reservation whether they are the Resident, an eligible member of the Resident's family, or a non-resident owner.

The Association and sanctioned SVOA groups (Addendum C) may reserve the Clubhouse by contacting the community manager. If the facility is not reserved, Residents may use it for drop-in activities.

Use – The Clubhouse is not open for use by outside groups except that a Stoneybrook Resident may sponsor a group to which they belong. The Resident must be in attendance during the entire event. Attendance is to be by personal invitation only and is not to be open to the public or announced or advertised in any way.

Decorations – Individuals or groups who provide "seasonal" decorations in the Clubhouse are to notify the Community Manager before installation. If individuals using the clubhouse for other events wish to remove/relocate existing decorations during their scheduled event, they must inform the Community Manager when making the reservation and before disturbing in-place decorations. The Community Manager will then arrange with the original decorators for removal/relocation of existing decorations during the special event. Anyone moving decorations will be responsible for damages.

Risk and Insurance – Residents and guests use the facility at their own risk. The eligible party making the reservation must provide proof of liability insurance with a minimum \$300,000 coverage, or if alcohol is to be served \$1,000,000 coverage which specifies that alcohol coverage is included. The insurance must cover the event, the SVOA, and its representatives. All users must provide a Certificate of Liability Insurance from their insurance carrier showing SVOA as the Certificate Holder. (Usually an ACORD form 25.) The Resident will indemnify and hold harmless the Association and its representatives from any claims made in connection with the event.

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Special Event Insurance – A special event certificate of insurance listing the SVOA as an additional insured may be required at the discretion of the community manager when the planned event may create unusual risk or liability.

Caterers – If the Resident is using the services of a caterer, the caterer shall provide a Certificate of Insurance showing the SVOA as the certificate holder. The insurance coverage must include General Liability, Product Liability, and Workers Compensation in all cases, plus Alcohol coverage when alcohol is being served.

Fees & Charges – No fees are charged for reservations. Users must leave the facility clean and in “ready-to-use” condition for the next users. If the Association must repair damage or clean the facility, the user will be charged the actual cost of repair and/or cleaning plus a \$35 administrative fee.

Minors – There shall be one adult present for every five children under the age of 13. There shall be one adult present for every eight youth present between the ages of 13 and 18. To ensure their safety and prevent disturbance to surrounding neighbors, minors are to be supervised by the Resident who reserved the facility.

Other provisions –

- Clean facility in accordance with the Clubhouse & Equipment Clean-Up Checklist (Addendum B)
- There shall be **NO SMOKING** in the facility or on the grounds
- There shall be **NO SOLICITING** in the facility or on the grounds
- Pets are prohibited, except for trained service animals or trained or performing animals with their trainer present
- All candles, oil lamps, or anything that has an open flame are prohibited, except candles on a birthday cake
- Funerals or memorial services are prohibited
- Events where products or services are sold are prohibited
- Facility users shall not remove/relocate decorations without prior approval
- Facility users shall not disturb jigsaw puzzles in progress except to remove the table to another area with the puzzle left intact
- Attire - bathing suits are prohibited
- Capacity – maximum capacity is 150 persons