

WESTERN RIDGE CLUBHOUSE RULES AND POLICIES

Built in 1858, the Western Ridge Owner's Association ("WROA") Clubhouse is intended for use by authorized WROA members in good standing. Members may reserve and use the Clubhouse for the personal use of the reserving member for meetings, gatherings, and private parties consistent with these rules. When reserving the Clubhouse online, you need to be specific about what your intended use the Clubhouse will be. WROA reserves the right to amend and update these rules from time to time.

GENERAL

1. Maximum Clubhouse occupancy is 50 people for the first floor and 10 people for the second floor per the fire code.
2. Unless otherwise authorized by the Board, the Clubhouse hours are from 9:00 AM - 10:00 PM from Sunday through Thursday, and from 9:00 AM-Midnight on Friday and Saturday.
3. An adult member in good standing (as defined in WROA's rules) with an authorized reservation ("Authorized Member") may use the Clubhouse for his / her own personal use. The Authorized Member may not use the Clubhouse:
a) inconsistent with the Clubhouse rules and policies; b) for purposes other than for personal use; c) for commercial purposes; d) for purposes of promoting any non-WROA organization or event; or e) inconsistent with applicable law. The Authorized Member may not directly or indirectly advertise the Authorized Member's use of the Clubhouse in a public forum or outside of the WROA neighborhood.
4. Only the Clubhouse facility is available for reservation. The pool, tennis courts and playground are not available for reservation or rent but is usable along with a Clubhouse reservation. When an Authorized member desires to use the pool, tennis courts or playground non-exclusively in conjunction with the Clubhouse rental, other members are free to use the playground, pool and tennis courts during the same period. The Clubhouse porch area is included in the reservation, and may not be used by others during the reservation period.
5. As with the pool area, tennis courts, playground and fitness center, smoking is prohibited inside the Clubhouse and on the porch.
6. The WROA reserves the right to refuse a reservation or to cancel any event it reasonably believes violates these rules.

RESERVATION PROCESS

7. A member may reserve the Clubhouse up to 6 months in advance once per

calendar year. The member may make additional reservations within the calendar year up to 30 days prior to the requested date. Reservations made within these guidelines are on a first-come, first-served basis.

8. A member desiring to reserve the Clubhouse must work through the Clubhouse Coordinator to complete a Clubhouse Reservation Form and to comply with the reservation procedures. By submitting the form, the member represents that all of the information is true and correct.
9. The reservation date will remain available for 15 days and will expire unless the requesting member provides a completed contract, a signed Clubhouse rules, and a \$100 deposit check (payable to "Western Ridge Owner's Association") to the Clubhouse Coordinator.
10. WROA Board has the discretion to waive the deposit requirement when reasonable. WROA official and Social Committee events are exempt from any deposit. WROA official and Social Committee events have priority and may be scheduled far in advance of regular requirements.

USAGE

11. The Clubhouse Coordinator will provide the Clubhouse key up to 24 hours in advance of the event. However, access to the Clubhouse is unauthorized until the designated reservation time.
12. The Authorized Member must minimize noise and the adverse impact on those living in close proximity of the Clubhouse after 8:00 PM.
13. The Authorized Member must remain present during the usage period.
14. The Authorized Member must allow for adequate set up and cleaning time WITHIN the allotted reservation time. No food may be stored or delivered except during the reservation time, with the sole exception being WROA official events. If any food, beverage, supplies or other similar items are left following an event, WROA may discard the items and may consider the items as a failure to properly clean the Clubhouse.
15. The Authorized Member may host other members and non-members as guests during their event so long as the Authorized Member assumes full responsibility of the conduct of each guest attending the event. The Authorized Member must ensure that each non-member guest fully complies with all applicable WROA rules such as Clubhouse and pool rules.
16. The Authorized Member is responsible for all damage ("Damage") to the Clubhouse, any Clubhouse furnishings, any WROA common area or any WROA property ("WROA Assets") related to the Authorized Member's rental whether caused by the Authorized Member or a guest.

17. No furniture may be moved beyond the porch, and all interior furniture must be replaced to its original location inside the Clubhouse at the end of the reserved time period.
18. Absolutely no pets (except working service animals) are allowed at or in the Clubhouse, pool area, tennis courts, or playground at any time.
19. The Authorized Member may use WROA kitchen utensils, serving items, coffee pot, etc. located in the Clubhouse during an event, but when used must clean and return each item to its proper place.
20. If the usage runs beyond its allotted time and interferes with the next reservation, the Authorized Member forfeits the deposit and is responsible for damages caused to the next renter due to the delay, if any.
21. If there is a chance the Authorized Member or a guest might use the pool during the reservation period, the Authorized Member must contact the pool manager 24 hours prior to the event to discuss any supervision issues.
22. No more than 10 non-members are allowed in the pool area at any one time unless the Authorized Member and pool staff both agree in advance how to add extra adult supervision.
23. Supplies for cleaning and restrooms are provided for use in the Clubhouse as needed. All other supplies (napkins, paper plates, tablecloths, games, decorations, etc.) are for WROA sponsored events only.

POST-RENTAL

24. The Authorized Member shall leave the Clubhouse and other WROA Assets in as clean and neat condition as existed prior to the rental, shall complete the Clubhouse Rental Checklist, and promptly return the Clubhouse key and completed Checklist to the Clubhouse Coordinator within the agreed return period (or if none, then within 24 hours after the event period).
25. When applicable, WROA will return the deposit check promptly. However, if the Authorized Member: a) fails to comply with the applicable rules; b) fails to leave the Clubhouse or any other WROA Assets in a clean and neat condition; or c) Damages any WROA Asset, then WROA will provide the Authorized Member with notice of such and will proceed to correct the condition and deduct the related expense from the deposit. If the expense exceeds the deposit, then the Authorized Member will have 15 days to pay the excess amount upon receipt of an invoice. The failure to time pay the expense shall result in an assessment against the Authorized Member.
26. In addition to other remedies, WROA may suspend the Authorized Member's rights and Clubhouse usage privileges if the Authorized Member: a) violates this Clubhouse usage policy; b) fails to report any Damage on the Checklist;

or c) fails to pay any Damage when due.