

Dear Crystal Ridge Neighbors,

We are thrilled to announce that our neighborhood clubhouse is now available for private event rentals! After meticulous renovations and a successful inspection by the Fire Marshal, we are excited to open up this space for our community to enjoy.

#### Clubhouse Rental Details:

- **Availability:** Starting the week of May 27th, the clubhouse will be available for rent on a first-come, first-served basis.
- **Capacity:** The first floor of the clubhouse can accommodate a maximum of 30 people, as per Fire Marshal regulations.
- **Rental Hours:** Rentals are for the whole day, with events needing to conclude by 10 P.M. Cleanup must be completed, and everyone must vacate the premises by 12 A.M.
- **Setup/Decoration:** Requests for setup/decorating the day before the event can be made two weeks prior, allowing for 4 hours of setup time at half the daily rental cost.
- **Reservation Process:** Renters must fill out a contract and provide a copy of their driver's license along with proof of residency. Subleasing is not permitted.

#### Rental Costs:

- **Rental Fee:** \$100 to cover utility usage, cleaning supplies, etc. Any surplus will be reinvested to enhance the rental space.
- **Deposit:** \$200, fully refundable if the clubhouse is returned in the same condition.
- **Cancellation Policy:** 50% forfeiture for cancellations between 30-16 days before the event, and 100% forfeiture for cancellations 15 days or less prior.

#### How to Request a Rental:

- First-time requests for the year will be granted if the date is available. Additional requests will be confirmed 60 days before the event to ensure fairness.
- Please schedule at least two weeks in advance and allow 48 hours for a response from the Board of Directors.

#### Included Amenities:

- Access to the first floor of the clubhouse, excluding the office and storage room.
- 1 unisex ADA bathroom, 30 chairs, 8 six-foot tables, microwave, sink, and future amenities like a fridge (in progress).

#### 2024 HOA Events/Blackout Dates:

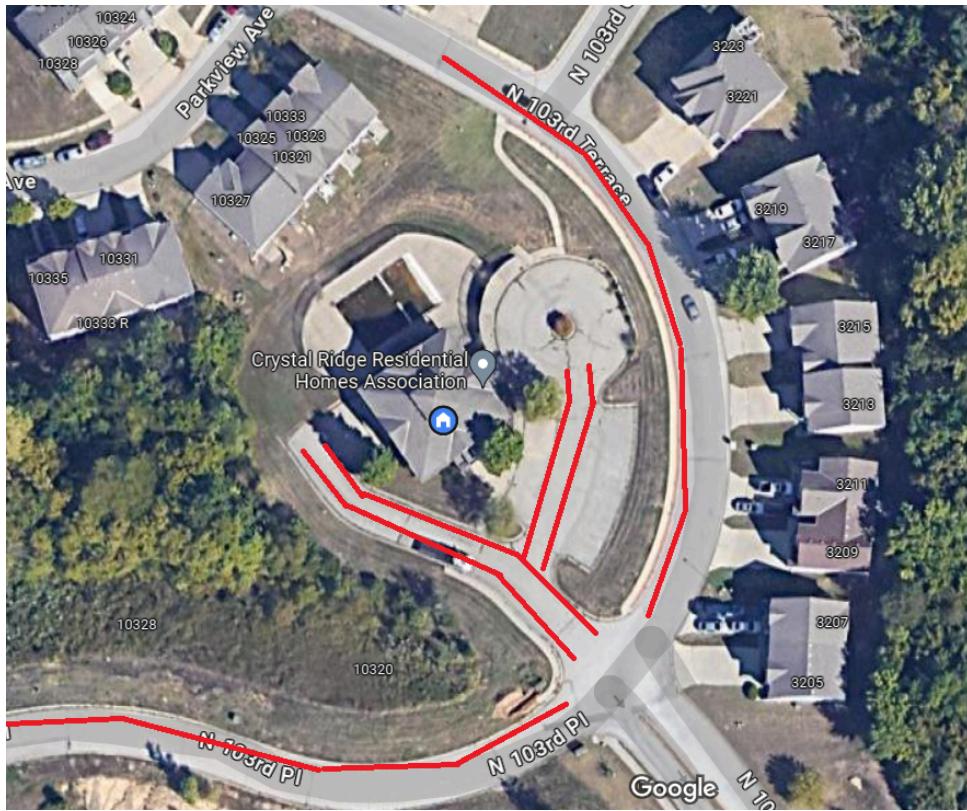
- June 8th
- July 1st - July 5th
- July 11th
- August 10th
- August 17th
- September 12th
- October 12th
- October 26th
- November 14th
- December 14th
- December 21st

#### **Clubhouse Rules:**

- No blocking fire exits or lanes.
- No smoking inside or on the covered deck.
- No grills on the covered deck; they are permitted in the parking lot or sidewalk.
- Use command strips or tape for decorations to avoid damage.
- Alcohol is allowed, but renters must comply with all laws and take full liability. For events with over 15 attendees and alcohol service, a licensed bartender or security guard is required.
- Events shall not interfere with use of the basketball court. Along with a future pool or playground.
- Events shall not interfere with surrounding neighbors to enjoy their homes.

#### **Other News:**

- Fire Marshals are requiring us to implement no parking on one side of the road on N 103rd Place and N 103rd Terrace around the area of the clubhouse before we can rent it out to any private events. The signs will be getting implemented within the next few weeks.



**We are committed to providing a safe and enjoyable experience for all renters. Your cooperation with the rules and guidelines is greatly appreciated as we endeavor to maintain the integrity of our clubhouse.**

**Thank you for being part of our neighborhood!**

**Warm regards,**

**Phillip Wills  
President of Crystal Ridge, Residential Homes Association, Inc.**



Main Meeting Room



Main Entry