

CMIA Clubhouse Rules & Regulations

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A. CLUBHOUSE GENERAL RULES AND REGULATIONS

The Clubhouse rules and procedures are subject to change by the Board at any time.

The primary purpose of your Clubhouse is to promote community gatherings including but not limited to community meetings, game or movie nights, book club, classes or demos open to the entire community and these events will take priority over other requests. CMIA abides by Federal, State and local laws which take precedence over these rules.

1. CMIA sponsored events take priority over requests for private rentals. CMIA sponsored events must be open to all residents. Any resident may send a request to CMIA at cmia@googlegroups.com to sponsor an event.

2. The Clubhouse upper level is available for residents (Resident) and their guests, only and only after application and acceptance described herein. The basement is not approved by Anne Arundel County (AACo) for activities, only storage. Non-resident homeowners or business owners may not rent the facility. Any non-resident homeowner delegates the right to attend events or request reservations to their tenants who reside in their CMIA property. Such homeowner shall notify the CMIA secretary in writing of the name of any such tenant. The rights and privileges of such tenant are subject to suspension to the same extent as those of the resident owner. Minimum age of the resident requesting a rental is 25.

3. For violation by the Resident or their guests of any rules and regulations established by the Board governing the use of Clubhouse facilities, the right to use of a member will be suspended for a period to be determined by the Board.

Violations and any subsequent penalties are determined by the Board and Clubhouse committee.

4. No illegal substances or guns including but not limited to paintball guns will be allowed at any time in the Clubhouse including the grounds around the Clubhouse. Authorities will be notified.

5. The Resident as provided in rule A.2 must be present for the entire time the Clubhouse facilities are in use.

6. The Clubhouse facilities must be vacated by 10:00 p.m. All clean-up must be completed by that time, the lights turned off and the building locked up. Quiet must be observed in the outdoor area after 10:00 p.m.

7. No commercial, promotional, sales or other similar event is permitted at the Clubhouse. Political and/or commercial meetings are NOT allowed. Commercial parties are considered any public or quasi-public activity held for the express purpose of soliciting business. No member may use the Clubhouse for personal financial gain. The Clubhouse cannot be used for fund-raising purposes by an individual or organization other than CMIA or CMIA-sponsored groups.

8. No political or religious organization is permitted use of the Clubhouse facilities, even though a Resident is a member of the organization. Other organizations may be granted an exception by the CMIA Board to hold meetings.

9. No animals (pets) are allowed in the Clubhouse at any time. Exceptions granted for qualified service animals. **Any service animal must meet ADA and MD State guidelines. (https://www.ada.gov/service_animals_2010.htm)**

10. Clubhouse is available for private parties sponsored by Residents for personal or social reasons provided they do not conflict with other scheduled functions and or meetings. Anyone who applies for use of the Clubhouse must provide a

copy of your homeowner's or renter's insurance showing CMIA as Additional Insured for this event and provide a Certificate of Liability Insurance. This proof of insurance has to be received at least two (2) days before the event.

11. Absolute maximum number of people allowed in Clubhouse is 40 without tables and 30 with tables.
12. The outside doors must be kept closed when the air conditioner/heat is on. If you are concerned about reducing airborne spread of diseases including COVID 19, please let us know that you would prefer to open the windows and the temperature will be set accordingly.
13. The Resident is responsible for the conduct of his/her guests and proper behavior to prevent damage and excessive noise. People under 18 years of age are not permitted in the Clubhouse unless they are accompanied by an adult. **(see B1 for adult to minor ratio).**
14. Do not remove furniture or supplies from the Clubhouse.
15. The Resident will provide plastic plates, cups and utensils. Minimal food preparation or cooking is expected. There is a microwave, coffee maker and refrigerator.
16. Any CMIA Director or CMIA-designated Security may stop in during a party if there is any indication rules and regulations are being violated. Proper authorities will be notified immediately.
17. No smoking or vaping in the Clubhouse or on the grounds. No illegal substances including but not limited to mind-altering substances, smoke, drink alcohol or vape are permitted in the Clubhouse or on the grounds.
18. Due to limited parking space and narrow streets, the Resident agrees to provide car pooling. Vehicles belonging to guests of the Clubhouse are prohibited from parking in the street in such a way that traffic or adjacent residents' egress and ingress to their driveways is blocked. No parking on the grass.
19. No parking overnight in the parking lot or using the parking lot to wash, repair or store vehicles unless approved by CMIA. CMIA is contracted with a towing service to tow vehicles violating the rules.
20. At private functions not sponsored by CMIA, food and beverages can only be served, NOT SOLD. At any activity where alcohol will be served, sponsor must provide CMIA with a copy of the AACo One-day liquor license. See Section E for more information
21. Decorations may be displayed in approved areas within the Clubhouse. No decorations or banners will be attached to the walls or fixtures.
22. Do not overload circuits by using 3-way plugs that will allow the plugging in of multiple devices which could overload the circuit. For example, 2 coffee pots and a toaster in one socket.
23. Security camera footage is available to the police in the course of any investigation. Please report any incident to the police and have them contact the Board with any request.
24. The Resident is responsible for clean-up of Clubhouse facilities (including grounds) immediately after the party.

B. Special rules for parties for/with minors:

In addition to the rules above, these rules apply to any gatherings and parties expressly for minors (birthdays, graduations, etc.).

1. For the safety of our young people, two (2) unrelated adults (over 21) must be present at all times for up to every ten (10) minors (under 18). The Resident must be included and present. **One adult will be the Resident sponsoring the event.**
2. If anyone not of legal age is found in the possession of alcoholic beverages, cigarettes, vapes or illegal substances, the activity will be terminated immediately and parents or legal guardians notified in addition to law enforcement.
3. Minors must be supervised at all times. No playing or jumping on the furniture.

C. Procedure to reserve Clubhouse facilities:

1. Access the on-line reservation form at [website]. Once you have completed the form, an automatic acknowledgement will be sent. Complete the checklist which includes the Phone _____ and leave message addressed to the Clubhouse committee chairperson.
2. Requestor must be a resident owner or tenant referred to as 'Resident' herein. Requestor must provide proof that CMIA is an 'additional insured' on the requestor's insurance policy (homeowner's or renter's policy) along with evidence of the Certificate of Liability. If alcohol will be served, a copy of AACo One Day Liquor License must be provided at least two days prior to the event.
3. Reservation may be made up to a maximum of six (6) months in advance but no less than five (5) days in advance. Use of the Clubhouse will be granted on a first to request basis. A notice of the event can be posted on the website and CMIA announcement boards. Event announcements cannot be posted on Clubhouse doors or walls.
4. The Resident, their guests and contractors agree to defend, indemnify and save CMIA harmless from all loss, cost, expense, judgment or damage on account of injury to persons including death or damage to property, in any way caused by the negligence of the Resident or their guests, agents, or employees related to or arising out of this event, together with all legal expenses and costs incurred by CMIA in defending any legal action pertaining to the above.
5. The Clubhouse code is released to the Resident when the following occurs:
 - a. Clubhouse reservation agreement is read and signed and returned to CMIA
 - b. Security deposit is received. This deposit will be held by the Manager to cover possible cleaning costs and/or damage upon inspection by the Manager.
 - c. Insurance documentation showing CMIA as 'Additional Insured' and liability coverage provided to CMIA
 - d. AACo One-day liquor license is provided to CMIA if needed.

D. Security Deposit

1. A security deposit of \$250.00 is required payable to Carrollton Manor Improvement Association. The security deposit may be retained by the association as part payment of any expense for cleaning, damage and/or loss to the association property. If the deposit is not sufficient to cover the fair value of such cleaning and property, then the Resident will be responsible to reimburse the association for any additional expense based on receipts received by the Board for any expense to clean or repair the Clubhouse.
 7. The security deposit may be refunded when the following occurs:
 - a. The Clubhouse facilities are inspected for damage or loss by a member of the Clubhouse committee and found in acceptable condition.
 - c. The Clubhouse reservation agreement is signed (again) acknowledging if any damage or loss to the association property or personal injury has occurred.
 8. The Resident is responsible for the cleaning costs and repair cost for any damages as a direct result of their event. These charges may exceed the security deposit. Residents will receive one (1) opportunity to rectify any cleaning discrepancies noted during the inspection, after which the required cleaning will be completed by a hired professional, with all cleaning costs, maintenance and repairs paid for by CMIA billed to the Resident. If all related cleaning costs and fees are not paid within 60 days, the Board may, in its sole discretion, initiate legal action against said Resident.
- NOTE: The Owner will be notified of any assessment/pending assessment against the deposit within forty-eight (48) hours. Deposits will be held for no more than forty-eight (48) hours after the scheduled event unless otherwise notified.
9. If you have reserved the Clubhouse and plans change where you no longer will be using it, notify CMIA within 24 hours to cancel. Failure to notify CMIA of your cancelation will result in a fee of \$25.00.

D. CLEANUP OF CLUBHOUSE FACILITIES

1. **Clean up must be completed by the end of the reservation and prior to departure but no later than 10 p.m. Leave your Clubhouse in the same or better condition than you found it.** CMIA will supply cleaning supplies including but not limited to paper towels, soap, sponges, broom, dustpan, mop, trash bags. Resident must supply any other items necessary
2. All trash and recyclables must be separated. Trash must be bagged and disposed of in trash bins. Recyclables must not be bagged in plastic bags and must be placed in proper recyclable container in the bins outside the building. **DO NOT** leave trash bags or recyclables outside the bins. If the bins are full, take the trash and recycling home.
3. Clean all Clubhouse areas used: bath room, kitchen, sinks, appliances, tables, etc.
4. Return furniture to original location.
5. Set thermostat at 60 degrees (winter heat), or 85 degrees (summer air conditioning.)
6. Leave refrigerator turned ON with door closed. No food items are to be left anywhere in the Clubhouse, including the refrigerator.
7. Turn OFF all lights. (security lights are by-passed)
8. Lock all doors and windows. (See Rule C.7.a regarding return of key.)
9. All notices of Clubhouse functions posted on the property must be removed within (24) hours after the function.

E. Anne Arundel County One-day liquor license

It is required for:

- For any event where alcoholic beverages are served/consumed, held by a bona fide non-profit organization, where participants are charged money in any way. (For-profit organizations cannot obtain a One-Day liquor license.)
- For any event where alcoholic beverages are served/consumed held by a non-profit association, society, club, or organization, where participants are not charged money in any way.
- For any event where alcoholic beverages are served/consumed held by a group of three or more people, on a property other than their own home(s). (Note: the names of three (3) organizers are required on any One-day liquor license.)
- More information and an application is available here: <https://www.aacounty.org/services-and-programs/alcoholic-beverage--liquor-license>

A copy of the liquor license must be submitted to CMIA at least two days before the event.