

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.

1. The club house facilities are available for resident homeowners/tenants and their guests, only and only after application and acceptance described herein. Non resident homeowners may not rent the facility.
2. Any non-resident homeowner may delegate the right of enjoyment of the club house facilities 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 member.
3. For violation by the homeowner(s)/tenant(s) or their guests of any rules and regulations established by the Board governing the use of the club house facilities, the right to use of a member will be suspended for a period to be determined by the Board.
4. No illegal substances will be allowed at any time in the club house (including grounds.)
5. The homeowner (or tenant as provided in rule A.2) must be present for the entire time the club house facilities are in use. A homeowner/tenant or parent must accompany children while in the club house.
6. The club house 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. The club house cannot be used for money raising purposes by an individual or organization other than the association.
8. No political or religious organization is permitted use of the club house facilities, even though a homeowner/tenant 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 club house at any time.
10. Club house is available for private parties sponsored by owners or guests for personal or social reasons provided they do not conflict with other scheduled functions and or meetings. No homeowner/tenant may reserve the club house facilities on a regular basis more than once a month for a group that is not comprised of at least 50% residents. A guest who applies for use of the club house must demonstrate they are a tenant. The club house is not available for parties for outside organizations even though sponsored by an owner or resident.)
11. Absolute maximum number of people allowed in club house is ____.
12. The outside doors must be kept closed when the air conditioner/heat is on.
13. The homeowner/tenant is responsible for the conduct of his/her guests and proper behavior to prevent damage and excessive noise. Children under (16) years of age are not permitted in the club house unless they are accompanied by an adult.
14. 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 in the club house.
18. Due to limited parking space and narrow streets, the homeowner or tenant agrees to provide car pooling. No street parking.
19. Food and beverages can only be served, NOT SOLD.

B. Special rules for parties for/with minors:

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

1. One (1) adult (over 21) must be present at all times for every five (5) minors (under 16). The homeowner/tenant must be included and present. At no time will one adult be allowed to be in the clubhouse with minors alone. If there is a gathering to include minors, there must be a minimum of TWO adults (over the age of 21 years old) present.
2. If minors are found in the possession of alcoholic beverages, the activity will be terminated immediately.

C. Procedure to reserve club house facilities:

1. Phone _____ and leave message addressed to the club house committee chairperson. (alt.: once website is updated, use the online form)
2. 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 Club House will be granted on a first to request basis. A notice of the party will be posted on the website. Party announcements cannot be posted on Club House doors or walls.
3. Decorations (mounted type) may be displayed in approved areas within the Club House. Only Scotch Brand removable hooks shall be used for decorations purposes.
4. Do not overload circuits by using 3-way plugs that will allow the plugging in of (for example) 2 coffee pots and a toaster in one socket
5. A security deposit of \$200.00 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 homeowner/tenant will be responsible to reimburse the association for any additional expense as determined by the board.
6. The club house key is released to the homeowner/tenant when the following occurs:
 - a. Club house reservation agreement is read and signed.
 - 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. The key to the building must be signed for and returned to the Manager by the sponsor. If the key is lost, there will be a charge of \$50.00
7. The security deposit may be refunded when the following occurs:
 - a. The key is returned to club house committee chairperson (or designate.) The key must be returned within 2 hours after daytime party, or by 12:00 noon following an evening party.
 - b. The club house facilities are inspected for damage or loss by a member of the club house committee and found in acceptable condition.
 - c. The club house reservation agreement is signed (again) acknowledging if any damage or loss to the association property or personal injury has occurred.
8. The homeowner/tenant is responsible for clean-up of club house facilities (including grounds) immediately after the party.
9. Homeowner/tenant is responsible for repair of any damages. These charges may exceed the security deposit.

D. CLEANUP OF CLUBHOUSE FACILITIES

1. Users must supply towels, dishcloths, paper towels, and trash bags.
2. All trash must be securely bagged, after separating recyclable items, and disposed of in trash bins or the proper recyclable container. DO NOT leave trashbags outside the bins.
3. Clean all club house 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 Club House, including the refrigerator.
7. Turn OFF all inside lights.
8. Lock all doors and windows. (See Rule C.7.a regarding return of key.)
9. All notices of Club House functions posted on the property must be removed within (24) hours after the function.
10. An additional \$250 charge for cleaning may be assessed.

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