



Highland Pointe Recreation Association, Inc.  
3750 Club House Court  
Marietta, GA 30066-2472  
770-973-0925  
[www.highlandpointe.org](http://www.highlandpointe.org)

## CLUBHOUSE RULES & GUIDELINES

### A. SCHEDULING OF CLUBHOUSE (Main Floor - Parking Lot Level)

1. Any member of the association in good standing may reserve the clubhouse. The renting member must attend the function for which the clubhouse is reserved. **HPRA member agrees not to sub-rent or permit anyone else directly or indirectly to rent the Premises on Recreational Member's behalf during the term of the agreement. Failure to comply with this portion of the agreement may result in a loss of deposit.**
2. No recurring events are allowed unless approved or sponsored by the Board of Directors.
3. Clubhouse may be reserved through the office at 770-973-0925. **A completed and signed rental agreement and payments, including deposit, must be placed in the HPRA drop box no later than 6:00 PM one week before the rental. Failure to do so may result in loss of rental reservation.** Reservations may be made a maximum of 120 days in advance. If there is a scheduling conflict between two HPRA members, the one from whom payment and a signed contract is received first gets the reservation. It is at the sole discretion of HPRA or its representatives to determine which payments and contract were received first. **Payments and reservations must be placed in the HPRA drop box to be considered received.**
4. For High Occupancy events (groups in excess of 75 at any time during the event), arrangements must be finalized with the office no less than 90 days in advance of the event.
5. No reservation of the clubhouse will be allowed during times when HPRA-sponsored events are scheduled, including, but not necessarily limited to the weekends of Memorial Day, 4th of July, Labor Day, and home swim meets. A weekend in this case extends from Friday evening to Monday evening. In the event of a scheduling conflict, the HPRA-sponsored events take priority.
6. Rental fees for the clubhouse are as follows:

<b>8:00 am until 4:00 pm:</b>	<b>\$45.00</b>
<b>Deposit:</b>	<b>\$70.00</b>
<b>After 5:00 pm until 1:00 am:</b>	<b>\$95.00</b>
<b>Deposit:</b>	<b>\$150.00</b>
<b>Groups in excess of 75:</b>	<b>\$150/day plus \$300 deposit</b>
<b>Special Group Rentals after 6 pm (prior approval required)</b>	<b>\$45.00 plus \$150 deposit</b>

TWO checks are required when submitting a reservation request: a rental check and a check for the deposit. Rental and deposit checks must be drawn from an account in the name of the signing HPRA member. Your rental check will be deposited within three banking days. Deposit checks will be held pending inspection of facility after use. Please make checks payable to HPRA.

7. The Fire Marshall has set the maximum occupancy of the clubhouse at 150.
8. There must be one responsible adult chaperone at all times for every 10 individuals not having graduated high school or under the age of 18.
9. The main floor of the clubhouse will be kept locked at all times except when a scheduled function is occurring. The association member reserving the facilities will be responsible for arranging the pick up of keys through the office.

**The renting member is required to clean up the facility immediately after the event unless other arrangements are made through the office.**

The key to the clubhouse must be returned to the HPRA drop box within 12 hours of the function. Failure to do so may result in a \$10 per day late fee. Following each use/reservation and prior to the next function the clubhouse will be inspected by a person(s) designated by the HPRA Board of Directors.

10. Attaching decorations to Clubhouse walls, crown molding, trim, ceiling, doors, etc. **Please DO NOT use the following:** Pushpins or Thumbtacks, Nails, Hooks, Staples, White Masking Tape, Gray Duct Tape, or Scotch Tape.

\*\*Blue Masking Tape may be used – you can bring your own or use the tape supplied by HPRA, which may be found in the kitchen drawer or closet in Ladies Restroom. Please call HPRA office if you are unable to find tape.

If you wish to hang lights around the ceiling/crown molding – there are hooks strategically placed around the crown molding/ceiling for this purpose. Do not use staples/tape/pushpins to hang lights.

If you wish to hang decorations from the ceiling, you may use pushpins or thumbtacks – however, these must be removed at the end of your event. Do not use tape on ceiling, it will damage the popcorn plaster.

Violation of the above rules will result in forfeiture of your Rental Deposit and may also include the additional expense of repairing damage to walls, trim, paint, etc.

11. This is your clubhouse. We do encourage you to use it. It is for the use of HPRA members and their guests only. As time goes on, it is the intent of the HPRA Board to plan/schedule association social events during "Holiday" periods throughout the year. Comments and suggestions regarding the clubhouse should be directed to the clubhouse committee or HPRA Board members.

## **B. CLUBHOUSE REGULATIONS**

1. Fire code prevents the use of propane tanks inside the Clubhouse.
2. Smoking is not permitted inside the Clubhouse at any time.
3. Candles placed on tables or buffets must be enclosed in hurricanes, votives or similar protective devices.
4. Changes to or removal of furniture or any decorations requires prior written approval from the office.
5. The use of glitter or confetti is prohibited. Throwing of bird seed (e.g., for weddings) is permitted outside only. No throwing of any material is allowed inside the Clubhouse.
6. No signs shall be posted inside or outside the building without written approval from the office.
7. "Parking This Side Only" signs must be posted for large events to prevent obstruction of traffic.
8. No glass containers are allowed outside the clubhouse or on the balcony over the pool.
9. No wet swimsuits or sweaty tennis or jogging clothes are allowed inside the main level of the clubhouse.
10. The clubhouse or other association facilities may not be used for any event having political purpose unless sponsored by the association.
11. The clubhouse or other association facilities may not be used for any purpose prohibited by law.
12. Violations of clubhouse rules and guidelines will be handled appropriately at the discretion of the clubhouse committee and the HPRA Board of Directors.
13. Clubhouse is for use by members and their guests. "Guest" is defined as a person using the property or recreational facilities of the HPRA Corporation at the invitation of a member and who does not reside within the residential boundaries of Highland Pointe Subdivision.

## **C. CLUBHOUSE (Lower Level)**

1. Entry to the clubhouse will be through the walkway along side the pool to the back door year round.
2. Entry to the lower level facility door will be by marked ER key with a number only.
3. Each HPRA family will be assigned one key. The maximum of two keys will be provided upon request.
4. Each key will be marked "Do not Duplicate" and numbered.
5. Each family will sign for each key assigned. Loss of key(s) may result in a replacement charge of \$35.00.
6. Keys will be returnable upon demand and must be returned within 10 days of the demand.
7. Each family will determine the hours of use of the lower level facilities. It is suggested that adult members know where their clubhouse keys are at all times.
8. Each person using the lower level will be responsible to close up all facilities upon completion of use.
9. No person under the age of 16 is permitted to use the exercise or steam and sauna rooms without a parent or responsible adult present. No person under the age of 12 is permitted to use these areas.
10. If you wish for anyone between the ages of 12 and 16 to use the exercise area, you must first submit a letter to the Board requesting a waiver and stating your responsibility.
11. Members using the shower facilities are required to supply their own towels.

**\*PLEASE DO NOT USE PAPER TOWELS FOR DRYING AFTER SHOWERING.**

**\*PLEASE REMOVE SOILED DIAPERS FROM THE CLUBHOUSE AREA.**

12. Use of the lower level of the clubhouse for purposes other than exercise, steam and sauna use, and restrooms use is not encouraged and may result in disciplinary action by the HPRA Board.

**Rules and Guidelines are subject to revision at any time by HPRA Board of Directors.**