

CAROLINA SHORES PROPERTY OWNERS' ASSOCIATION

17 Lakeview Court, Carolina Shores, NC 28467

910-579-2044

cspoa17@gmail.com

RULES FOR USE OF THE CAROLINA SHORES PROPERTY OWNERS' ASSOCIATION CLUBHOUSE

The following rules apply to any individual or group reserving the use of the Carolina Shores Property Owners Association (CSPOA) Clubhouse. Failure to comply with these rules can result in forfeiture of paid security deposit or withdrawal of the offending group's right to use the clubhouse.

The CSPOA clubhouse shall be available and used exclusively for the enjoyment of CSPOA members and their houseguests. To reserve the use of the clubhouse, a person must be a CSPOA member in good standing with all dues and fines paid in full. The member reserving the room accepts full responsibility for the use of the room and must be present during the entire event. The clubhouse may not be reserved for use by outside individuals or groups.

NOTE: No for-profit, fund-raising, or partisan political activities may be conducted without the express written consent of the CSPOA Board of Directors.

USE OF THE CLUBHOUSE FOR "OPEN" ACTIVITIES. CSPOA groups can reserve the use of the clubhouse for one-time activities or regularly scheduled activities by completing and signing an application form at the POA office. (The forms are also located on our website www.carolinashorespoa.org.) For these activities, the first priority is ensuring a space for any Carolina Shores resident who wants to participate. CSPOA members are allowed to bring outside guests to these activities as long as the presence of guests does not crowd the room to the extent that CSPOA members are unable to attend. **The member who invited the guest must be present at the activity.**

USE OF THE CLUBHOUSE FOR "PRIVATE" EVENTS. There is no charge for memorial services. CSPOA members in good standing may reserve the building for a private event that is invitation only and must pay a rental fee of \$100 and a security deposit of \$75. The security deposit is refundable if there is no damage and the room is cleaned and left in its original condition after the event. Reservations for private events will only be accepted at times when the building is not scheduled for use by CSPOA groups hosting "open" events.

SCHEDULING USE OF THE CLUBHOUSE. Groups and individuals wishing to reserve the clubhouse must visit or call the CSPOA office to verify the availability of the desired dates and submit the required forms. CSPOA groups that use the clubhouse on a weekly or monthly basis must complete a new reservation form each December for the following year.

"BUMPING" OF SCHEDULED EVENTS. Generally, once the clubhouse has been reserved for a specific date and time no other group or event will be permitted to "bump" it in order to access the same date and time. Negotiations for date or time changes must be done among the affected groups (the CSPOA office is not responsible for doing this). There can be several small groups using the clubhouse at the same time as long as each group is considerate of the others. Small groups who use the clubhouse every week are asked to be accommodating for the occasional needs of larger community meetings and events. The only exception to the "No Bumping" policy will be for funeral and memorial service events or for CSPOA Board and Membership meetings.

The individual who signs the "Clubhouse Rental Agreement" accepts responsibility for the following:

1. The clubhouse is for social events only.
2. Events hosted in the clubhouse may not be advertised to the public and no admission fee or suggested "donation" can be charged.
3. No alcoholic beverages may be sold at the clubhouse. The CSPOA Board strongly urges members hosting events not to provide free alcoholic beverages to participants. If alcoholic beverages are served or consumed by guests, the POA member or organization signing the rental agreement agrees to indemnify the Association, its Board and Members from any damages that may be caused by or incurred by any guests of the function.

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4. The clubhouse doors must be kept closed and locked at all times. Members should use their card/fob to enter the building.
5. No smoking is permitted in the building..
6. Nothing (decorations, pictures, etc.) is to be attached to the walls, the ceiling or the ceiling fan "pull" cords.
7. Informing all participants/guests at the event about the rules for use of the clubhouse and ensuring that the rules are followed.
8. Communicating with all members/guests in the event the clubhouse building becomes unavailable on the date(s) reserved.

Cleaning: Groups or individuals reserving the clubhouse are required to clean the meeting room including cleaning the floors and the kitchen and emptying all trash cans after each use. Groups that repeatedly fail to do proper cleanup may be required to pay an annual deposit of \$100 to cover the cost of professional cleaning.

- **Cleaning the kitchen:** clean and put away all equipment; clean the counters and stove; remove all personal cookware. Do not leave leftover food or beverages in the refrigerator.
- **Cleaning the meeting room:** put all tables and chairs back as they were found; put all extra tables and chairs neatly back in the storage closet. See following Seat and Table Placement Chart.
- **Cleaning the floors:** dust mop the floor (dust mop is in the storage closet) or vacuum the floor using the stick vacuum hanging in the kitchen (empty the dirt container after each use); clean any spills on tables or the floor (floor cleaner is in a spray bottle in the white supply cabinet in kitchen - Shaw Hard Surfaces Floor Cleaner). Use only a small amount of cleaner (using too much will cause the floor to be sticky).
- **Trash:** remove all used trash bags from the trash cans in the meeting room, kitchen and bathrooms. Replace with clean trash bags found in the white cabinet in the kitchen. Trash must be removed from the clubhouse and brought home or to the Recycle Center.

- **Lights:** make sure all lights in the bathrooms, kitchen, boardroom, and main room are turned off when leaving the building. There are three (3) sets of wall switches for the main room. They are located: 1) on the wall next to the library door; 2) on the wall next to the bathroom door; and 3) on the wall by the entry table and next to telephone.

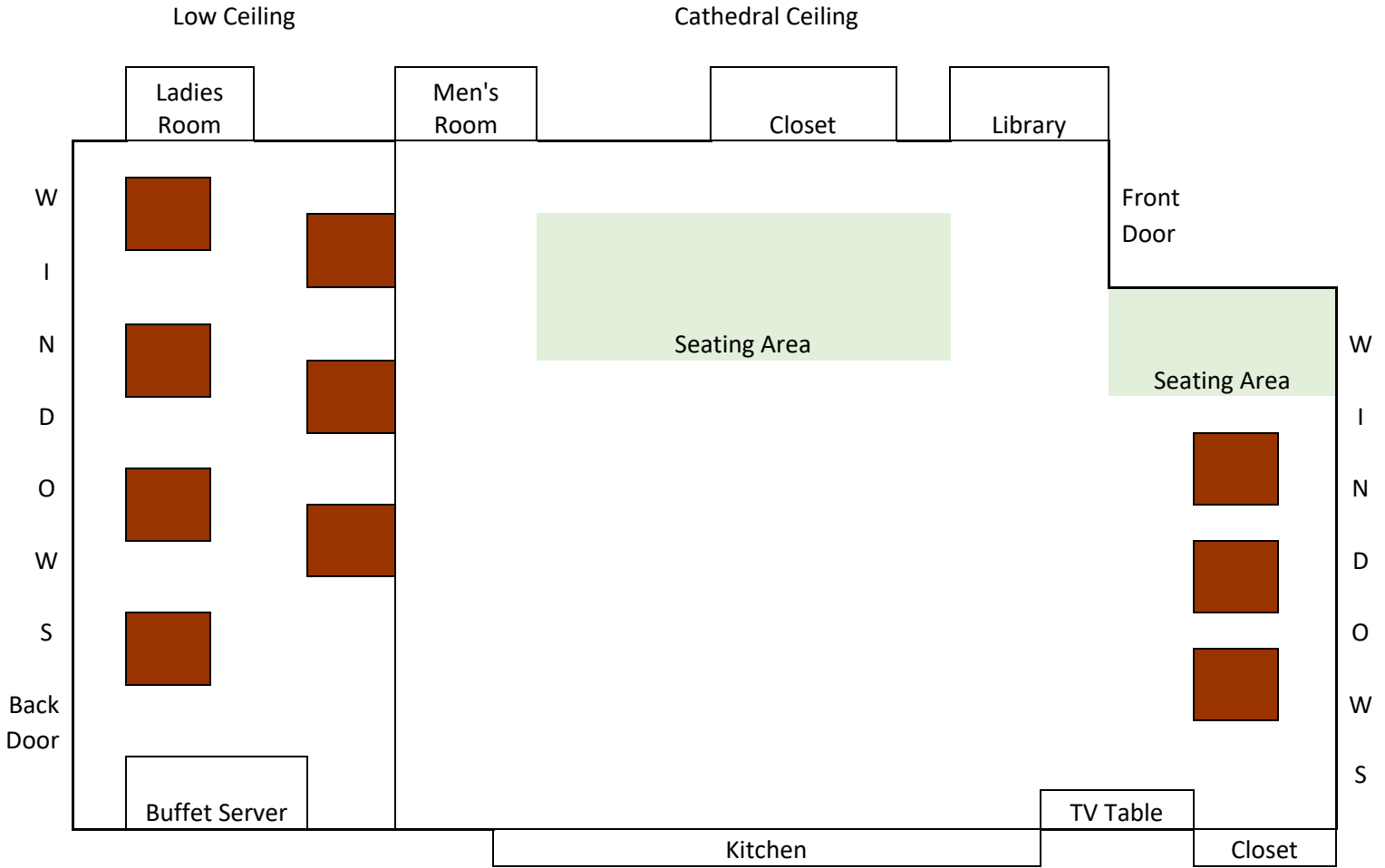
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Clubhouse Seat and Table Placement Chart



- * NO ROUND OPEN TABLES
Tables should be closed to square side, not open to round
- Tables can be placed squarely or on an angle