

RULES FOR USE OF THE CSPOA CLUBHOUSE

The following rules apply to any individual or group reserving the use of the Carolina Shores Property Owners Association Clubhouse. Failure to comply with these rules can result in forfeit of paid security deposits or withdrawal of the offending group's right to use the clubhouse. Use of the clubhouse is for social events only. No for-profit, fund-raising, or partisan political activities may be conducted without the express written consent of the CSPOA Board of Directors. Events hosted in the clubhouse may not be advertised to the public and no admission fee or suggested "donation" can be charged. 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.

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

- Informing all participants/guests at the event about the rules for use of the clubhouse and ensuring that the rules are followed.
- Communicating with all members/guests in the event the clubhouse building becomes unavailable on the date(s) reserved.
- Cleaning the kitchen. Clean and put away all equipment; sweep (if necessary, mop) the floor; remove 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 in their original configuration (5 tables on the golf course side and 4 tables on the parking lot side); put all extra tables and chairs neatly back in the storage closet; vacuum the floor; clean any spills on the rug (using cleaning spray on small spots and the upright carpet cleaning machine on larger spots – cleaning fluids are available under the kitchen sink).
- Trash. Remove all used trash bags from the white trash cans in the meeting room and kitchen. Put them in one of the larger green trash bags and take all the green bags out to the trashcans behind the building. Put clean bags in the white cans.

There is no smoking in the building. Outside smoking is permitted, but all smoking materials must be fully extinguished and disposed of in the sand pot container on the front porch.

I certify that I have received and read the rules concerning the use of the POA clubhouse. I accept full responsibility for the proper use and maintenance of the clubhouse during the following single event _____ (name of event and date and time requested) or the regularly scheduled meetings of the _____ group (see attached "Clubhouse Schedule Agreement").

Name: _____ **Phone:** _____

Signature: _____

Date Signed: _____
(Revised 9/30/2008)

ATTENTION!



Please do not leave leftover food or beverages in this refrigerator. Take it home or throw it away before leaving the clubhouse.

NOTICE TO ANYONE HOSTING OR ATTENDING AN EVENT IN THIS CLUBHOUSE



If your group is using the POA Clubhouse, please be sure you do all of the following before leaving the building.

Clean up the meeting room and kitchen and restore them to the condition and layout you found when you arrived. This includes:

- Wipe down the tables and chairs and put them back in place
- Collect all the clear trash bags, put them into the larger green bags, and put the green bags in the trashcans behind the clubhouse. Put a new clear trash bag into each interior trashcan.
- Vacuum the carpeted area (there is a vacuum in the storage closet). Clean any spills on the carpet using either the spray carpet cleaner (under the kitchen sink) or the electric carpet shampoo machine in the storage closet.
- Sweep and mop the kitchen and ballroom floors if they are dirty.
- Ensure that the bathrooms are neat and trash is emptied.
- Clean the kitchen, wipe the counters and table, and put all dishes, appliances, and utensils away.
- Remove all the food and beverages you served (do not leave anything in the refrigerator). Remove all of your personal appliances and serving equipment.
- Turn out the lights (remember the bathrooms!).
- Smile, sigh, and head for home.

In case of problems or emergencies concerning this building contact the POA office (during business hours) or the POA President (after business hours).