

TRAILS WEST HOMEOWNERS ASSOCIATION, INC.
POLICIES AND PROCEDURES REGARDING THE USE OF THE COMMUNITY BUILDING

1. The Community Building is only to be used by Residents and Property Owners in Trails West and their guests.
2. The Resident or Property Owner requesting use of the Community Building shall be in attendance at the function and assumes full responsibility for the manner in which the facility is used and for the condition of the facility at the end of such use.
3. All functions in the Community Building are to be private, and there is to be no outside advertising or open invitations to the general public. In addition, no function for profit, for fundraising, or for sales of any kind is allowed.
4. Clubhouse use hours are 7:00 a.m. to 11:30 p.m. of the same day. The building and parking lot are to be vacated by 11:30 p.m.
5. The Community Building is not to be used by any group where the median age is under 19 unless the group in attendance is to be constantly supervised by the Resident requesting use of the facility and at least one other adult.
6. The kitchen may be used during this process for the preparation of food and drinks, but it is the responsibility of the Resident to supply glasses, plates, silverware, and any other items felt to be necessary for the function to take place.
7. Any Resident using the Community Building is responsible for shutting off all water faucets and leaking plumbing fixtures, turning off all fans, lights and air conditioners and locking all doors before leaving the facility at the end of the function.
8. The attached clean-up checklist is to be considered part of this contract and is to be followed by each Resident or Property Owner.
9. Any Resident or Property using the Community Building will be held personally responsible for any damage to the facility or its contents and will be expected to pay for the cost of any repairs or replacements resulting from their use of the facility.
10. A Resident or Property Owner may not have the exclusive use of the pool or other recreational amenities. All Residents, Property Owners and their guests must abide by the posted pool rules. If those persons attending the function in the Community Building will also be using the pool, then the Resident must designate an approved individual to closely monitor the pool rules and the access of guests between the pool and the clubhouse, including the rule that **NO WET BATHING SUITS OR OTHER WET CLOTHING SHALL BE ALLOWED IN THE CLUBHOUSE.**
11. A Resident or Property Owner using the Community Building shall have the right to use the clubhouse parking lot to the extent of parking a **MAXIMUM OF TEN VEHICLES**, if otherwise available, leaving all other parking spaces available for users of other amenities and leaving room for ingress and egress of emergency vehicles at all times. No parking shall be allowed on grass or private property or blocking any driveways.
12. A Resident or Property Owner is responsible for directing the parking if the clubhouse parking lot is insufficient. No parking shall be allowed on any neighbors' property. The Resident must designate an approved individual to monitor traffic and parking if more than fifty guests are invited to the event.
13. Requests for reservation for use of the Community Building can be made by calling 386-423-7796. A tentative date may be held until 15 days prior to the event unless the Association receives another request for the same date. At that time, the contract must be completed and the deposit of \$200.00 paid to hold the date. In the event such contract, use fee, are not received within five days of notice of such other request, the tentative reservation will be cancelled.
14. As regards the \$200.00 deposit paid for the use of the facility, deductions shall be made as follows:
 - a. Evidence of smoking in the Clubhouse will result in a cleaning fee of \$200.
 - b. Failure to return the keys to the person from whom they were obtained within 24 hours after the function ends will be responsible for the cost of rekeying of the locks through a local locksmith not to exceed \$150 and will be charged to the homeowner and made payable to the Trails West Homeowners Association, Inc.
 - c. In the event any damage occurs to the building or the contents, the clean-up cost and repairs incurred will be charged to the homeowner and made payable to the Trails West Homeowners Association, Inc.
 - d. Trash must be removed; no food or debris is to be left in the clubhouse.**
16. In the event the planned function is cancelled, the \$200.00 deposit will be returned to the Resident or Property Owner. If written notice to release the facility is received at least 7 days before the scheduled event, the rental fee will be returned. Otherwise, the Trails West Homeowners Association, Inc. may retain the rental fee.
17. No alcohol shall be served within the Community Building or on common area to any individual under 21 years of age. No alcohol shall be served to anyone considered intoxicated. Resident shall designate an individual to monitor such activity.
18. The use of tacks, nails, staples, or any tape other than masking tape on walls or furniture is not allowed.
19. All furniture shall remain inside the Community Building.
20. All windows shall remain closed except in an emergency.
21. All doors shall remain unlocked during the event.
22. No grills or open flame appliances shall be used inside or on the deck outside the community building.
23. All activities and actions occurring within the Community Building or on property of the Association shall conform to all governmental laws and regulations.
 - * **All renters and occupants of the clubhouse should be aware that the clubhouse is under surveillance and activities are recorded for safety and security purposes.**
 - * Spectrum WiFi password is lightsquirrel782