

HCHA Clubhouse Use and Cleanup Rules and Regulations

The clubhouse at Hawthorne Commons is made available to individual homeowners for their personal, private events. However, to protect our common property from misuse or abuse, assure the safety of homeowners and their guests, avoid disturbance to the Hawthorne Commons community, and protect the Hawthorne Commons Homeowners Association, Inc. and its Board of Directors from liability, the following rules and regulations for its use shall apply.

Use of the Clubhouse Building

- HOMEOWNERS ARE RESPONSIBLE FOR THE CONDUCT OF THEIR GUESTS.
- The cost of cleaning, repairing or replacing damaged or broken items will be borne by the homeowner. The cost will be taken from the \$250 deposit. Should the deposit be inadequate to cover the costs the resident will be assessed the balance.
- The clubhouse may NOT be used for any political, religious, business or money-making events except as specifically approved by the HCHA Board of Directors.
- No private use may be scheduled on a legal holiday.
- Occupancy of the clubhouse for private use is limited to 70 persons.
- Parking is NOT permitted on individual or access driveways. The homeowner is responsible for notifying guests of the proper parking area.
- Use of the clubhouse does NOT include use of the pool, pool area, pavilion or common grounds.
- The homeowner is responsible to assure that NO alcoholic beverages are served to or consumed by minors.
- Nothing may be attached to the walls or doors using pins, nails, brads, tape, putty, etc.
- Use of the fireplace is NOT permitted.
- NO smoking is permitted in the building.
- NO pets are permitted in the building.
- Do NOT open doors or windows when the air conditioning or heat is in operation.
- **In summer keep doors to bathrooms locked.**
- You must provide all food, beverages, and supplies for your event.
- You may use HCHA kitchen equipment, however, you must take care that HCHA equipment is NOT taken away with your personal items.
- You may use HCHA folding tables and chairs. Notify the Clubhouse Use Coordinator of your needs.
- Cleaning supplies will be furnished. If you prefer NOT to cleanup after your event the HCHA Clubhouse Use Coordinator will arrange for cleaning at your expense.

- All persons using the clubhouse do so at their own risk. HCHA will not be responsible for accident or injury in connection with the use of the clubhouse. All accidents must be reported to the Board of Directors within 24 hours.
- The Board of Directors may restrict homeowners and their guests from use of the clubhouse for violation of these rules and regulations, and shall have the right to enforce and, if necessary, levy fines for such violation. Any such fine is considered a common expense to be levied against the particular unit owner involved and collection and enforcement by the Board of Directors shall be in the same manner as the Board of Directors is entitled to enforce collections of common expenses.

Cleanup of the Clubhouse

Restrooms:

Clean sinks and countertops
Empty trash containers
Clean toilet seats and rim
Mop floors
Empty bathroom trash containers

Kitchen Area:

Clean all counter tops, stovetop and sink.
Wipe any food/beverage spills from oven, microwave and refrigerator.
Mop floor in kitchen area and in front of island.
Remove all food brought for your event from the refrigerator and freezer.
Clean and put away any HCHA equipment used (coffee pot, utensils, etc.).
Check items you are removing to be sure you have nothing from the HCHA kitchen.

General:

Wipe off all tabletops and any chairs with food debris and spills.
Arrange tables and chairs as you found them.
Vacuum carpet. Spots or stains on the carpet as a result of your event must be reported to the HCHA Clubhouse Use Coordinator.
Remove any decorations used for your event.
Close blinds in sitting area near fireplace.
Remove all trash to your unit for trash pickup. Place clean trash bags in trash cans.
Turn off all lights and ceiling fans.
Check and lock all doors and windows.
Return thermostat to original setting
Return key to the HCHA Clubhouse Use Coordinator.