

COLONIA ENCANTADA CLUBHOUSE USE POLICY

(Adopted March 26, 2000)

Only a Colonia Encantada homeowner may reserve the clubhouse, which is only available for social use. A \$50 refundable deposit in the form of a check made payable to Colonia Encantada HOA is required with request form. This form with check is to be left at the guardhouse for the clubhouse committee chairman. Either the chairman or a committee member along with the owner inspects the facility before and after the event, signing and dating the form. **The homeowner must be present for the entire duration of the event** and is accountable for his or her guests and any damage that may occur exceeding the deposit amount. There are no exceptions. A maximum capacity of 80 persons will be enforced for all functions due to fire safety code regulations.

Social use of the clubhouse is defined as those functions which do not involve the selling of a product or service. It is not a business, commercial or religious use of the facility. There are no fees paid by participants nor are sales transactions taking place at the time of the use or after. The clubhouse is not to be used by a group in lieu of renting a facility to conduct its business.

In addition to parties held by homeowners for social purposes, examples of social use include: bridge groups, book clubs, investment clubs or other interest groups.

REFUND POLICY

All deposits are returned when the clubhouse has passed inspection. The clubhouse **MUST** be ready for use by another homeowner within 24 hours after the end of the event for deposits to be refunded. **This includes both restrooms.** The inspection should be prescheduled and conducted as soon as possible with the clubhouse committee member.

RESERVATIONS

Reservations may be made at any time. When there is more than one request for the same date made prior to 90 days before the event, reservations will be determined by lottery. Reservations made within 90 days of an event will be confirmed on a first-come, first-served basis. The selected reservation will be confirmed 90 days before the event. Standing reservations are discouraged. A \$50 deposit made payable to Colonia Encantada HOA is required with the request form.

SMALL GROUP USE

Reservations by groups fewer than 15 persons may be made at the guardhouse up to two weeks before an event. No deposit is required. The homeowner's presence at the function is required, and the homeowner will be liable for any damage. Clubhouse rules apply. The Clubhouse Committee will provide inspections after every use.

AREA USE

The clubhouse rental does not include the pool or tennis courts, however, these facilities may be used if not interfering with their use by homeowners. Tennis courts are reserved for tennis matches separately at the guard house. Appropriate tennis shoes must be worn on the courts at all times.

COLONIA ENCANTADA ASSOCIATION CLUBHOUSE REQUEST FORM

Person(s) reserving Clubhouse _____

Unit # _____

Phone _____

of Guests _____

Date Requested _____

Time (From) _____

To _____

Before Use Inspection By: _____

(Association Rep)

Date _____

Time _____

(Homeowner)

After use inspection by: _____

(Association Rep)

Date _____

Time _____

(Homeowner)

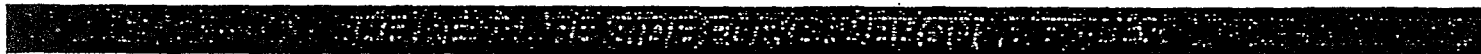
AREA	BEFORE	AFTER		AREA	BEFORE	AFTER
Carpet				Range/Oven		
Furniture				Refrigerator		
Walls				Fireplace		
Floors				Men's Bath		
Sinks/Counters				Women's Bath		
Cabinets				Pool Area		

OTHER COMMENTS: _____

Deposit refund approved by: _____

(Association Representative)

Date: _____



COLONIA ENCANTADA CLUBHOUSE RESERVATION PROCEDURE

To reserve a date, complete a copy of the Reservation Form (available at the guardhouse) and return along with a \$50 check (except for Small Group Use) made payable to Colonia Encantada HOA to the guardhouse, attention Clubhouse Committee Chairperson.

COLONIA ENCANTADA CLUBHOUSE RULES

- Furniture, if moved, should be replaced as found.
- The pool furniture is NOT to be brought into the Clubhouse.
- Please, NO wet feet or bathing suits in the Clubhouse.
- The Clubhouse MUST BE CLOSED by midnight.
- Loud music is NOT permitted.
- Owner MUST be present at the event.
- The Clubhouse MUST be left in a clean and orderly condition.
- Damage to common areas is the responsibility of the user.
- Capacity recommended by City codes is 80 persons.
- NO SMOKING is permitted in the Clubhouse.
- Guests MUST park in visitor parking. If guest parking exceeds parking spaces in visitor parking, off-site parking MUST be arranged by owner.

I have read the above and agree to be liable for any damage incurred as a result of my function.

Signature _____ Date _____