

Guidelines for Use of the Falls Clubhouse

1. The Falls Clubhouse is owned by and maintained for the exclusive use of all members of the Falls Owners Association (TFOA). It is maintained for the homeowners by members or contracted businesses and funded through monthly dues and special assessments.
2. The Clubhouse is not available to be reserved for:
 - a. Outside fundraising purposes (i.e., charitable organizations, politically-oriented activities or commercial transactions that involve profit-making) or;
 - b. Use by a non-TFOA member.
3. The Falls Clubhouse may be reserved for the following functions:
 - a. Functions open to all of TFOA members. (Invited guests are permitted at Social Committee functions, subject to the condition that a deadline is set for TFOA members to get their names on a list before opening reservations to guests.);
 - b. Private family-only functions which may include non-family members;
 - c. Private non-family functions given by TFOA members for their invited guests;
 - d. Homeowner-initiated functions, open to all TFOA members, that require:
 - 1) Fees for materials/supplies that may be used, and/or
 - 2) Payment to individuals providing instructional services or field of expertise; and;
 - e. Private non-family functions for TFOA members who are also members of a non-profit organization. Each request will be reviewed on a case-by- case basis.
4. The Clubhouse is not available for reservation on the following holidays: New Year's Eve, Valentine's Day, 4th of July, Thanksgiving Day, Christmas Day, Halloween, and Super Bowl Sunday. This also includes the day immediately before and after, unless approved by the Clubhouse Use Committee on a case-by-case basis. If no function is scheduled seven (7) days prior to the listed day, the clubhouse may be reserved.
5. A usage fee will be charged for all private parties. There is no usage fee charged for functions open to TFOA members. The usage fees are listed on the attached usage fee schedule. In addition to the cleaning required to be done by the TFOA member (addressed in The Falls Cleanup Checklist") a non-refundable cleaning fee will be charged when professional cleaning services have been requested by the member.

For all functions the TFOA member may:

 - a. pay the current cleaning fee to hire the cleaning company, or
 - b. do all cleaning themselves.

Professional cleaning services are arranged by a member of the Clubhouse Use Committee.
6. Non-TFOA members may not reserve the Clubhouse nor have the clubhouse reserved for them by a TFOA member. Future members whose home is under construction and those leasing are welcome and encouraged to attend all open functions at the Falls Clubhouse, but they cannot reserve the Clubhouse.
7. To request a reservation for any function contact the Falls Clubhouse Use Committee. All such requests must be in writing, using the "Falls Clubhouse Reservation Agreement" form. The Communication Committee will maintain a Reservation/Events Calendar, which can be accessed at

<http://thefallsateaglecrest.com>. TFOA functions preempt any private usage. The Clubhouse Use Committee will forward all complaints and appeals regarding these guidelines to the TFOA Board or the TFOA Boards designated representative.

8. A TFOA member must host and be present at each reserved Clubhouse function. The member is also to be present during all preparation/clean-up and walk-downs prior and following the function. The only exception to this guideline is in the case of a memorial service. In that event, the member may designate a representative in writing to the Clubhouse Use Committee.
9. No fee will be charged to TFOA member groups which meet on a regular basis. HOWEVER, CHAIRPERSONS (OR RESPONSIBLE INDIVIDUALS) OF ALL GROUPS WHICH USE THE CLUBHOUSE WILL BE RESPONSIBLE TO SEE THAT THE FACILITIES USED ARE THOROUGHLY CLEANED AFTER EACH USE. Chairpersons of these groups are responsible for clean-up and security, lights being turned off, as well as the locking of all doors. Any costs for damage or clean-up will be assessed to the responsible party or parties.
10. The great room, kitchen, craft room, card room, and patio areas are available by written request for private functions. The office and exercise rooms are OFF LIMITS during these functions. All guests must be restricted to the area actually applied for by the host on the reservation form, with the exception of the restrooms. When children are included among the guests, it is the responsibility of the host member to see that they are directly supervised and restricted to the area(s) occupied by adults and specified in the application.
11. The private use of the Clubhouse is limited to two (2) uses per household in a 12-month period unless otherwise approved by the Clubhouse Use Committee.
12. The host member is financially responsible for any damage to the Clubhouse property. Clean-up includes all items listed on the current "Falls Clubhouse Clean-up Checklist". The exceptions are any items cleaned by the cleaning company as a result of the payment of a cleaning fee. These items will be indicated on the checklist by a member of the Clubhouse Use Committee prior to the function.
13. The following Clubhouse Rules apply to all users of the Clubhouse:
 - a. Except for Service Animals, animals are not allowed in the Clubhouse.
 - b. Normal operating hours shall be from 8:00 am until 11:00pm daily, excluding use of the exercise room.
 - c. The Clubhouse is a non-smoking facility, with no exceptions.
 - d. No one under the age of 16 is allowed to use the Clubhouse exercise room, no exceptions.
 - e. Disclosing the entry combination to any non-TFOA member is not allowed.
 - f. Furniture and equipment may not be borrowed or removed from the Clubhouse. Furniture that is moved must be returned to its original location.
 - g. The fax and copy machines located in the office are for official clubhouse-related business only.

Clubhouse Usage Charges

Function	Usage Fee
A. Functions open to all TFOA members	No fee
B. All other functions	\$ 2 for each TFOA member \$ 4 for each non-TFOA Member

Cleaning Fee – The current fee is \$115.

For all functions the TFOA member may either:

1. perform all clean-up themselves or,
2. pay the current cleaning fee and cleanup the items not done by the cleaning company.

The above fees must be paid at the time of the reservation.

All checks should be made payable to "The Falls Owners Association".

The Falls Clubhouse Reservation Agreement

Name: _____ Date of Function: _____

Phone: _____ Purpose: _____

E-mail: _____

Times:

Set-up - _____

Event - _____

Clean-up - _____

Area(s) to be reserved

Great Room **Card Room** **Craft Room** **Kitchen** **Patio Areas** **Tablecloths**

Applicable Fee(s)

Cleaning Fee – Please check if the professional cleaning service is wanted. The current fee is \$115.

This fee is due at the time of the reservation. The check must be made payable to "The Falls Owners Association".

Usage fee (Excluding parties/events open to all Falls Residents)

TFOA members \$ 2.00 X _____ # of persons = _____

Non-TFOA members \$ 4.00 X _____ # of persons = _____

This fee is due at the time of the reservation. The check must be made payable to "The Falls Owners Association".

I have received copies of the "Guidelines for Use of the Falls Clubhouse", "The Falls Clean-up Checklist", "The Pre-Event Walk-Through Survey Sheet", "The Wood Floor Care Instructions", "The Falls Clubhouse Information Sheet", and "The Care and Maintenance of Tablecloth Sheet". I have read them and agree to comply with their terms.

Signed: _____ **Date:** _____
(Responsible Party)

Approved by: _____ **Date:** _____