

THE FALLS

CLUBHOUSE USE COMMITTEE POLICY AND GUIDELINES

MISSION: The Falls Clubhouse is intended for the exclusive use and enjoyment of all members of The Falls Owners Association (TFOA). It is maintained for the homeowners by members or contractors, and funded through quarterly dues and special assessments. The mission of TFOA Clubhouse Use Committee is to implement “The Falls Clubhouse Reservation Guidelines” (“The Guidelines”) in the most efficient and effective manner and coordinate clubhouse activities.

COMMITTEE MEMBERSHIP: The Clubhouse Use Committee will consist of five volunteer residents of TFOA with no term limit. A Chairperson will be elected by a majority of the members. Scheduled meetings are not required since most of the Committee's responsibilities can be handled either by telephone or email. The Chairperson, when deemed necessary, will call meetings.

SCOPE OF ACTIVITIES: The Clubhouse Use Committee will perform the following activities:

1. Annually review “The Guidelines” and, if necessary, submit recommended changes to TFOA Board for approval.
2. Annually Review “The Falls Clubhouse Clean-Up Checklist”, “The Falls Information Sheet”, “The Falls Pre-Event Walk Down Survey”, “The Wood Floor Care Instructions”, and “The Care and Maintenance of Tablecloths Sheet”. Revise and re-issue, if required and submit to TFOA Board for information.
3. Review all Clubhouse Reservation Requests submitted and evaluate for approval or disapproval in accordance with The “Guidelines”. The requesting resident is to be formally advised of the result of the evaluation.
4. Collect appropriate fees and transmit to the Bookkeeping Service for allocation into the operating budget Clubhouse Account – Building maintenance/repairs.
5. Arrange for the cleaning company for after event cleaning, when requested.
6. Conduct pre and post event walk downs.
7. Make monthly presentations to TFOA Board and other organizations when requested.

8. Identify, to the Falls Newsletter Editor, all approved reservations and activities which are to be added to the Falls Interactive Calendar.
9. Post and update when necessary the following Clubhouse Rules which apply to all users of the Clubhouse:
 1. Except for Service Animals, animals are not allowed in the Clubhouse.
 2. Normal operating hours shall be from 8:00am until 11:00pm daily, excluding use of the exercise room.
 3. The Clubhouse is a non-smoking facility, with no exceptions.
 4. No one under the age of 16 is allowed to use the Clubhouse exercise room, no exceptions.
 5. Disclosing the entry combination to any non-TFOA member is not allowed.
 6. Furniture and equipment may not be borrowed or removed from the Clubhouse. Furniture that is moved must be returned to its original location.
 7. The fax and copy machine located in the office are for official clubhouse-related business only.

CURRENT DOCUMENTS:

“The Falls Clubhouse Reservation Guidelines”, 07/14/2009 Revision 2

“The Falls Pre-Event Walk-Through Survey”, 01/02/2007

“The Falls Information Sheet”, 01/04/2007

“The Falls Clubhouse Clean-Up Checklist”, 01/04/2007

“Care and Maintenance of Tablecloths Sheet”, 03/25/2009

“Wood Floor Care Instructions Sheet”, 03/25/2009