

## **Riverside Sun City Homeowners Association/Patio Homes Clubhouse Use Rules**

The use of the Riverside Sun City clubhouse is a privilege of residency within the community. However, violation of the rules of use may be grounds for withdrawal of privileges. The rules presented here are for the express purpose of maintaining our facility in the best possible condition.

Riverside Sun City facilities are a privilege and maintained for the use of the Riverside Sun City residents and guests for association functions and for private parties.

Clubs and groups of Riverside Sun City Homeowners Association may use Riverside Sun City facilities. Any standing functions such as regular card groups must have majority participation by Riverside Sun City residents. The majority of the criteria does not apply to private parties.

The use of the Riverside Sun City clubhouse is restricted to the clubhouse, kitchen, and bathroom facilities. The use of the clubhouse facilities **does not** include or permit the use of the pool or pool area.

A \$100.00 deposit, payable to Riverside Sun City HOA, will be required at the time a request is made for the use of the clubhouse facilities for a private party. The deposit may be returned after inspection of the facilities, less cost. A cleaning fee, restoration fee, trash disposal fee, etc will be charged if the following rules are not complied with as determined by the Clubhouse Coordinator.

The resident that proposes to use the Clubhouse for a private party shall provide the Clubhouse Coordinator a copy of the declaration page of their homeowner's insurance policy to vary liability coverage.

The resident using the clubhouse is responsible for complying with the clubhouse use rules and ensuring that guests are in compliance with the association's rules. The resident utilizing the clubhouse is responsible for coordinating gate access for guests, clean-up and lock down of the facilities as follows:

- a. Leave the clubhouse clean and neat.
- b. Recover tables and return chairs to their proper location.
- c. Lights must be turned off, windows closed and locked, and doors locked.
- d. Turn off air conditioner and/or heater.
- e. Pre-existing refrigerator contents must be left undisturbed.
- f. Dispose of your refrigerator contents.
- g. Glassware is not permitted outside the clubhouse building.
- h. Clubhouse property may not be borrowed or taken from the premises.
- i. All trash must be removed from the clubhouse area and disposed of in the clubhouse receptacles located at the rear of the clubhouse.
- j. Kitchen supplies left in the cabinets and food left in the refrigerator will be discarded. (Policy does not apply to regularly scheduled meetings and groups.) You may be charged a fee for removal of items left.
- k. The maximum occupancy for private parties is forty (40) persons.

**(TURN PAGE OVER)**

All requests for clubhouse use must be made to the Clubhouse Coordinator **a minimum of two weeks prior to its anticipated usage.**

A member funeral luncheon takes precedence over other activities – private or community related. The Clubhouse Coordinator will contact pre-scheduled events as soon as possible with this information.

*A resident of Riverside Sun City HOA **must be present** at all times including times when vendors are delivering items. The Clubhouse Coordinator will not provide access on your behalf.*

Failure to abide by the listed conditions may result in your clubhouse use privileges being revoked.

I HAVE READ THE ABOVE RULES AND CONDITIONS CONCERNING THE USE OF THE RIVERSIDE-SUN CITY HOA CLUBHOUSE AND AGREE TO ABIDE BY THEM. I FURTHER UNDERSTAND THAT I MAY BE MONETARILY ASSESSED FOR ANY VIOLATIONS, CAUSED BY ME OR MY GUESTS, DURING MY USE OF THE CLUBHOUSE

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Site Address)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(Mailing Address if Different than Site Address)

\_\_\_\_\_  
(Proposed Date or Dates of Use)

\_\_\_\_\_  
(Time and Duration of Event)

.....  
**COMMITTEE USE ONLY - DO NOT MARK BELOW THIS LINE**

\_\_\_\_\_ Proof Insurance Received

\_\_\_\_\_ Deposit Received

\_\_\_\_\_ Function Approved

\_\_\_\_\_ Function Disapproved-Reason

\_\_\_\_\_  
Signature of Clubhouse Coordinator: Date: \_\_\_\_\_