

OWNERS OF COLONY HILL - CLUBHOUSE RULES

Revised April 2017

The Owner's Clubhouse is available to all the owners and residents of Colony Hill for hosting private parties and gatherings up to 75 persons (maximum fire law capacity). In order to maintain the Clubhouse for this purpose, it is necessary for everyone to adhere to the following guidelines:

1. The Clubhouse can be reserved **ONLY** for functions at which the principal owner or resident will be in attendance for the duration of the activities. All functions for which the Clubhouse is reserved must be stopped in time to have the Clubhouse cleaned and vacated by 12:00 midnight.
2. Residents should note that they may reserve for exclusive use only the Clubhouse. No resident may be guaranteed the exclusive use of the swimming pool or tennis courts. Residents desiring to have "pool parties" at which guests will be using the Clubhouse and/or pool, may do so only on weekdays (Monday - Friday). **The pool may not be used for pool parties on weekends or holidays.**
3. A Clubhouse reservation form must be completed and a reservation deposit of \$100.00, made payable to the Owners of Colony Hill must be deposited with Allenton Management prior to the pickup of the key and checklist.

Also, a separate check for a **non-refundable user fee**, made payable to the Owners of Colony Hill, must be paid at the time the key is picked up. The user fee is as follows: \$40 for Owners, \$60 for Colony Hill Tenants and \$100 if the room is used for a commercial purpose (staff meetings, retreats). There is no fee for use by any of the Colony Hill Homeowners Associations.

The key and completed checklist must be returned to Allenton Management within 24 hours after the function at the clubhouse. An inspection of the Clubhouse will be made after each function to determine the disposition of the deposit. Any damage or need for additional cleaning will require an appropriate amount to be withheld from the deposit. If this amount exceeds the \$100 deposit, the reserving resident will be billed and the additional monies must be paid within 30 days of the request for payment.

4. Clubhouse may not be reserved more than six months in advance.
5. Component associations of Owners of Colony Hill, Inc. (i.e., Stoneridge, Condo I, Condo II, Proprietors of Colony Hill, Beech Hill, Beech Hill II, and the Commons) may reserve standing dates for their periodic membership and board of directors meetings.
6. For the days listed below, no Resident of Colony Hill may reserve the Clubhouse the same day or date on two consecutive years except as stated in paragraph 7

below: New Year's Day, Valentine's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

7. Should one of the days listed above in paragraph 6 be unreserved as of two months prior to that day, any resident of Colony Hill may make a reservation for that day.
8. Reserving Resident assumes full responsibility for the conduct of guests using Clubhouse facilities and full responsibility for return of Clubhouse to same condition as upon arrival for function.
9. **DO NOT ATTACH** anything to the walls, ceilings, stairway bannisters or doors.
10. **DO NOT MOVE** furniture in the main area of the clubhouse.
11. **Smoking is not permitted in the clubhouse or pool area.**
12. **Fireplace in the clubhouse is NOT to be used at any time.**
13. **The use of open flame grills in the pool or clubhouse area is prohibited.**
14. All keys to the Clubhouse will remain in the sole possession of the reserving resident and **WILL NOT** be relinquished to other invited guests.
15. A maximum of 75 persons may be invited by any owner/resident or group of owners/residents (excluding the Owner's of Colony Hill, Inc.) to a function at the Clubhouse, unless the pool is to be used. The maximum number of guests for a pool party will be 15.
16. All guests are required to park on Colony Road in front of the Clubhouse or in the pool parking lot. **NO PARKING IS ALLOWED IN RESIDENTIAL AREAS!**
17. Residents are expected to use discretion in using the Clubhouse, pool and tennis courts, and are urged to inform Allenton Management concerning any doubts about a proposed use of the Clubhouse. No advertising of the function (posters, public announcements, or ticket sales) should be conducted in connection with use of the clubhouse.
18. You will receive a checklist of items to be inspected and/or performed by the reserving owner/resident at the end of his/her function. Please check off each item on the separate checklist to insure you have complied with the regulations prior to locking the Clubhouse and returning the key to Allenton Management within 24 hours of the completion of the function. The deposit will be appropriately refunded once the clubhouse has been inspected and the monies will be mailed by check back to the owner/resident.

Colony Hills Clubhouse Checklist

(Return Completed Form With Key)

_____ **PARKING SIGN**: Place portable parking sign in front of Clubhouse prior to function and return to Clubhouse after function.

_____ **HEAT & AIR CONDITIONING**: There are two (2) thermostats in the Clubhouse. Please make sure that you return each to: 50 degrees in the heating season and 80 degrees in the cooling season.

_____ **REFRIGERATOR**: Remove ALL items and wipe off shelves.

_____ **FIREPLACE**: in the clubhouse is **NOT** to be used at any time.

CLEANUP: (Make sure these items are completed)

_____ Vacuum floors and damp mop kitchen and bath floors.

_____ Wipe off countertops, range, etc. in kitchen.

_____ FLUSH ALL TOILETS.

_____ Wipe off table tops.

_____ Return all folding tables to original location.

_____ TRASH: **Consolidate ALL trash** (including restrooms) and remove to the roll-out trash cans at the end of the Clubhouse next to Stoneridge Road.

_____ LIGHTS: **Turn off all lights**, including porch, before leaving.

_____ DOORS: **Lock all doors to Clubhouse before leaving** (to include bathroom door leading to inner hall of Clubhouse and sliding glass patio doors).

_____ KEY: **Return Clubhouse key and completed check list**, to Allenton Management no longer than 24 hours after the function.

Resident
Signature _____ **Date** _____

Colony Hill Clubhouse Reservation Form

Name of Reserving Resident _____

Address of Reserving Resident: _____

Phone Number: (Best Daytime Number): _____

Email Address: _____

Date of Function: _____ **Time of Function:** _____ **To** _____
(All Functions must end by 12:00 midnight)

Type of Function: _____

Number Attending: _____ (Maximum By Fire Code is 75)

I have read a copy of the Clubhouse rules and regulations and I agree to abide by these and complete the checklist prior to returning the key and checklist. I understand that my failure to comply with any of these rules or regulations may cause the forfeiture of my privileges to the future use of the Clubhouse and recreational facilities.

(Signature Reserving Resident)

(Date)