

The Cottages of North Ramsey Clubhouse

Rules & Reminders

We do hope that you enjoy your time at the clubhouse but ask that you read over these rules and follow accordingly:

REMINDERS:

- **Only Homeowners/Residents** may rent the clubhouse.
- **Lock all doors.**
- **You must exit no later than 11:00 pm.**
- Clean up **ALL** trash, **remove from the premises** after your event. Make sure **trash is put in outside can**, and can is placed at curb for Monday pickup. Add trash can liner for inside trash can.
- Sweep, vacuum, and mop **ALL** floors.
- **Do not move the furniture (unless necessary for event)**
- If furniture is moved, it must be returned to its original location.
- Clean out the **refrigerator** or freezer after your event.
- **DO NOT LEAVE ANY DISHES** or miscellaneous items from your event; anything left will be disposed of immediately. If using dishwasher, turn on and remember to turn off when cycle is complete.
- When using oven/or microwave, **YOU MUST CLEAN THEM.**
- Make sure **bathrooms** have been **cleaned** and **trash emptied.**
- **Turn off all lights, fans, and appliances** in the **clubhouse** and outside patio area.
- Make sure the **exterior flood lights are left ON** for security reasons.

RULES:

- **DO NOT SMOKE IN THE CLUBHOUSE**
- You may access the Clubhouse no earlier than 11:00 a.m. the day of your event. You **MUST BE OUT** of the Clubhouse, with it cleaned, **NO LATER THAN 11:00 PM the night of your event.**
- At times the Clubhouse is booked back-to-back, members are **cautioned to be mindful to clean up accordingly.** Plan to **have the Clubhouse ready for inspection by 10:00 a.m.** the following day or earlier if required.
- If Clubhouse is broken into due to lack of proper closure, you will be responsible for any items stolen and/or damages to the Clubhouse.

- Your guests (adults and children) **ARE NOT PERMITTED IN THE GYM/OR POOL DECK** while you are using the Clubhouse. **All gatherings MUST BE CONTAINED WITHIN THE CLUBHOUSE ONLY.**
- **BOUNCY HOUSES ARE NOT PERMITTED.**
- **ABSOLUTELY NO PETS ARE ALLOWED IN OR NEAR THE CLUBHOUSE, GYM, AND/OR POOL AREAS!!**
- **ABSOLUTELY NO CONFETTI OR GLITTER IS PERMITTED WITHIN THE CLUBHOUSE!!**
- **ABSOLUTELY NOTHING CAN BE TAPED/ATTACHED/NAILED/PINNED TO ANY WALL OR SURFACE IN/AROUND THE CLUBHOUSE/POOL/GYM.**
- The Board of Directors reserves the right to amend or revise the above rules as it deems necessary.

RESPONSIBILITIES:

- Homeowner/Residents are responsible for leaving the Clubhouse in the same clean condition in which it was found.
- Homeowner/Resident is responsible for setting up, taking down and putting away rental tables and chairs.
- **Homeowner/Resident serving alcoholic beverages** do so without the consent of the Association and are **solely responsible** and liable for **ALL actions** arising from this activity. Homeowner/Resident must remain with guests at all times. An adult must accompany children at all times.
- **The Homeowners Association will not tolerate the use of illegal drugs or the underage use of alcohol.**
- The Association will cooperate fully with Law Enforcement agencies to enforce this rule.
- **Attendance cannot exceed 40 people.**
- Your **HOA dues must be current** to use the Clubhouse.

CHARGES AND LIABILITIES:

- There is a **\$200 deposit to use the Clubhouse.** The deposit check is not deposited unless there is damage to the Clubhouse, or if you do not clean up after your event. If there are no issues, this check will be shredded.
- There is **\$100 fee to use the Clubhouse.**
- Your deposit check and Clubhouse usage fee check must be turned in to Little & Young no later than one (1) week after you have made the

reservation. Please make sure these are two (2) separate **checks Payable to “The Cottages at North Ramsey”**.

- Homeowner is liable for any damages to the facility and its contents during the private function. The Association will assess the amount of the damage, if any, and the **charge will be debited to the deposit amount**. Should the damage exceed the deposit, the homeowner will be billed for the difference. If costs of repairs exceed damage, the amount of the deposit is agreed to be paid by the renter to the Association the full cost of all repairs within ten (10) days of initial use of clubhouse, receipt of a written explanation of the damages, and a bill from the Association for such repairs.
- An Inspection Report will be used in determining refund of deposit.

****NOTE:**

- **Parking Lot Overflow**—If there is an overflow from the event in the clubhouse parking lot, **ONLY park on the same side of the street as the clubhouse** so that emergency vehicles may have access to our area if necessary.
- **DO NOT PARK ON GRASS.**
- **Failure to comply with the Rules & Reminders will result in fines and/or loss of Clubhouse privileges for future events.**