

**BARRINGTON DOWNS CLUBHOUSE NON-FEE USE POLICY**

The Barrington Downs Clubhouse is intended for the exclusive use of Barrington Downs homeowner residents and their authorized guests. There are four categories of activities that may be held at the Clubhouse at no charge.

- I. The Clubhouse may be used for Homeowner Association (HOA) business and social activities such as:
  - HOA Board meetings;
  - HOA Committee meetings;
  - HOA Committee sponsored community-wide activities.
- II. The Clubhouse may be used by individual Villages for Village-wide business and social activities such as:
  - Village town-hall or business meetings;
  - Village holiday or party gatherings.

The Trustee of the Village planning the event shall be responsible for submitting the **Clubhouse Non-Fee Use Request Form** to the Clubhouse Manager for clearance on the calendar and shall be responsible for seeing that the **Rules and Regulations** accompanying this policy statement are followed.

- III. The Clubhouse may be used for on-going social events/meetings organized by and for homeowner residents. Such gatherings may include, but not be limited to: book clubs, card clubs, discussion groups, chess clubs, handicraft groups. Non-residents may be included as guests as long as the majority of the event participants are residents of Barrington Downs. No commercial or money/fund-raising activities, partisan political meetings, or religious gatherings are allowed.

The resident organizing the on-going event shall be responsible for submitting the **Clubhouse Non-Fee Use Request Form** to the Clubhouse Manager for clearance on the calendar and shall be responsible for seeing that the **Rules and Regulations** accompanying this Policy statement are followed

- If known in advance, the names of the participants attending the event/meeting should be included on the back of the Request Form. If not, participants should sign-in at the event.

- IV. A one-time event or meeting may be held following the same guidelines as in statement III above, regarding the organizing resident’s responsibilities, guests, and type of event.

- V. In addition to the following guidelines (a – d), the **Rules and Regulations** accompanying this statement apply:

- a. A resident wanting to organize an event must be in good standing with the Association and shall submit a **Clubhouse Non-Fee Use Request Form** to the Clubhouse Manager at least two weeks prior to the start of the event.

- b. Requests by residents to use the Clubhouse will be scheduled on a “first come” basis.

- c. Ongoing meetings may not be booked for more than six months in a row. At the end of that period the resident sponsoring the event or meeting may apply to the Clubhouse Manager for a six month renewal. All renewal requests will be sent to the Clubhouse Committee for review.

- d. The Clubhouse Manager will keep the request forms on file and send a monthly report to the Clubhouse Committee listing the scheduled events.

- e. The resident organizing the event/meeting [or his/her representative] shall be present at each gathering and is responsible for seeing that the rules and conditions for Clubhouse use are followed.
- f. If problems of any sort arise, the Clubhouse Manager shall immediately notify the Chair of the Clubhouse Committee and also the Chair of the Board of Trustees. In the absence of either or both of these individuals, the Vice Chair and the Secretary of the Board of Trustees shall be notified.
- g. Resident-sponsored events or meetings may take place between 9 am and 4 pm Monday through Thursday and 9 am to 12 noon on Friday. If not within Clubhouse Office hours, the resident organizing the event or meeting will be given a swipe card to enter and exit the Clubhouse.
- h. The Clubhouse is not available for non-fee use on national holidays.
- i. The meeting shall not be more than once a week.
- j. The meeting shall not last more than three hours.
- k. Only one resident-sponsored event may be held at one time in the Clubhouse.
- l. Penalties for misuse of the Clubhouse will include payment for any damages and the possibility of loss of Clubhouse use privileges.

**RULES AND REGULATIONS GOVERNING THE NON-FEE USE OF THE BARRINGTON DOWNS CLUBHOUSE FOR BOARD APPROVED DAYTIME SOCIAL EVENTS / MEETINGS.**

- 1) Homeowners organizing a social event or meeting they wish to have at the Clubhouse must be residents in good standing with no fines or delinquent assessments with the Association.
- 2) Homeowners are responsible for the behavior of their guests.
- 3) Only the main floor may be used.
- 4) Tables and chairs taken from the coat closet must be returned to the closet.
- 5) All furniture moved must be returned to its original location.
- 6) All lights turned on must be turned off at the end of the event.
- 7) All entrance and exit doors must remain closed. Entrance and exit must only occur through the front Main entrance.
- 8) The fireplace may not be used.
- 9) No decorations are allowed. The use of tape, staples, tacks, push pins, etc on the furniture, walls, or woodwork is prohibited.
- 10) Smoking in the Clubhouse or the use of alcoholic beverages is not permitted.

**HOMEOWNER – RETURN THIS SHEET TO THE CLUBHOUSE OFFICE**

**CLUBHOUSE NON-FEE USE REQUEST FORM FOR SOCIAL EVENTS / MEETINGS**

Resident's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Village: \_\_\_\_\_

Purpose and Type of Event:

\_\_\_\_\_  
\_\_\_\_\_

How Often will the Event Occur?: (weekly – twice a month – monthly – other, specify) \_\_\_\_\_

\_\_\_\_\_

Starting Date and Day of the Week for Ongoing Event: \_\_\_\_\_

Starting Time and Length of Meeting: \_\_\_\_\_

Estimated number of attendees: \_\_\_\_\_

Estimated number of non-resident guests: \_\_\_\_\_

**I have read and agree to abide by the Clubhouse Non-Fee Use Policy Guidelines and the accompanying Rules and Regulations. I also agree to hold harmless and do indemnify the Villages at Barrington Downs Homeowners Association, the Board of Trustees, and all Homeowners of the Villages of Barrington Downs from any loss, claim, liability or expense which shall arise in connection with, or as a result of, this event or meeting.**

\_\_\_\_\_  
(Signature of Barrington Downs Homeowner)

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

(Participant information requested on other side)

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**FOR CLUBHOUSE MANAGER**

Date: \_\_\_\_\_

Swipe Card was issued: yes \_\_\_\_\_ no \_\_\_\_\_

\_\_\_\_\_  
(Signature of Clubhouse Manager)

