

## RESERVED USE OF THE CLUBHOUSE RULES

Violating any of the following Clubhouse Rules may result in the forfeiture of the security deposit or a portion thereof and could result in the revocation of future Clubhouse reserved use privileges.

1. The Clubhouse is for reserved use by club members who are in good standing. The club member reserving the Clubhouse must be present and responsible at all times during the event.
2. For rental use, attendance is by invitation only. No public advertising is allowed, which includes newspapers, organizational newsletters, internet advertising, posted flyers, or metered mailings.
3. No fees may be charged or donations collected for any event held in the Clubhouse or in the picnic areas, except for those hosted by Cape George sanctioned committees. All fundraising must benefit the Cape George Community.
4. Signs to direct guests to events may not be nailed to Cape George signs or traffic sign posts, which includes road signs and entrance signs. They must be put on free standing stakes. Any signs not on stakes will be removed. Members who fail to remove signs immediately after the event may be subject to fines (Form MIS 04-c (8/05).
5. Use of the swimming pool, marina area/dock, barbeque area and gazebo are not included in the agreement to reserve the Clubhouse. All of these areas are open to member use at all times.
6. No swimming suits, towels or wet clothing are allowed in the Clubhouse. You must be fully clothed with shoes on (no bare feet) to enter the Clubhouse.
7. If the event is to end after 11:00 p.m., the member reserving must inform the Office Assistant so the gate can be programmed to close at a later time. The Clubhouse must be vacated by 12:00 midnight and cannot be entered again until 8:00 a.m. the following morning without prior approval from the Office Assistant. Sleeping overnight in the Clubhouse, parking lot, or on the beach is not allowed without prior approval from the Board of Trustees. Parking on Common Property is subject to Club Rules and Regulations.
8. Smoking is prohibited in the Clubhouse, kitchen, restrooms, and within 25 feet of any entrance.
9. Under no circumstance is Club property to be removed from the premises.
10. No furniture, including the TV and piano, is to be moved. The only exceptions are the round table and chairs with rollers and the two small upholstered chairs.
11. The member reserving the facility shall be responsible for complying with appropriate liquor laws.
12. Food and beverage tables should be set up on the tiled area to assist in easy cleanup. No tables should be set up on the carpeted area. Put chairs away after the event, but leave the tables up; the maintenance staff will put them away.
13. No decorations may be fastened to walls regardless of methods including, tape, nails, pins, or gum. There are hooks in the ceiling peak which may be used for lightweight hangings. No additional hooks may be installed. Easels are available for use.
14. Each group must supply their own expendables, such as food, coffee, cream, sugar, condiments, napkins, paper plates, cups, etc. Do not use supplies marked for another event, and please remove any unused food and supplies at the conclusion of your event.
15. Books in the bookcases are arranged alphabetically. Please return to their proper location.
16. Leave the premises in clean condition (requirements on inspection sheet.)
17. All cleaning must be completed by the conclusion of your reservation time or as otherwise scheduled with the Office Assistant.
18. You are responsible for the removal of all garbage from the Clubhouse area. Do not use the containers outside the kitchen door or the Club's dumpsters. Noncompliance may result in loss of deposit.

19. Insure that all outside doors are locked, windows properly secured, lights turned off, thermostat set at its lowest setting and blinds down in all windows except those nearest restrooms before leaving premises.
20. Meet with the Office Assistant at a pre-determined time for your final inspection after the event. The security deposit will be returned after final inspection is approved.
21. Members who reserve take full responsibility for the loss, breakage, or other damage to the Clubhouse. This includes but is not limited to all dishes, appliances, pots, pans, and utensils.
22. Keys must be turned in to the Office Assistant at the time of the final inspection.
23. Cape George management reserves the right to have any staff or designated volunteer check in at the event while in progress to ensure compliance with the agreement and club rules.