

GUIDELINES AND REQUIREMENTS FOR PRIVATE USE OF THE GLEN EDEN CLUBHOUSE

These guidelines and requirements for the use of the Glen Eden Clubhouse are designed to maximize its availability for the private approved use by Glen Eden homeowners that are consistent with the needs, expectations and desires of the community as a whole. Guidelines and Requirements:

- The clubhouse is available for the private, social and noncommercial use of homeowners for private events such as birthday parties, family celebrations and certain private activities not affiliated with Glen Eden. Events sponsored by the Board or social activities sponsored by the Social Committee are exempt from these rules. However, these activities must be posted on the Glen Eden Website.
- Hours of use for the clubhouse for private events are restricted to a maximum of eight consecutive hours between the hours of 9 AM and 11 PM. No overnight activities are permitted. The Board reserves the right to restrict the use of the clubhouse on certain high utilization dates.
- No homeowner may reserve the clubhouse for a private event more than three times in a calendar year without the approval of the Board of Directors.
- No commercial activity, including, but not limited to, vendor presentations, paid performances and any other event where people receive money or services for their participation will be approved. With prior approval, an exception may be made for caterers, musical entertainers or a DJ and similar individuals.
- Any potential requested private use of the Glen Eden Clubhouse which has been determined by the board to be dangerous or detrimental to the community will not be permitted. Examples include, but are not limited to, such activities as KKK meetings, Hells Angels, exotic dancers or any illegal or potentially illegal activity or any activity which is likely to bring criminals or criminal activity to Glen Eden.
- The Board will not approve the use of the clubhouse for any activity for which the homeowner refuses to provide all requested information regarding its use.
- Any damage to the clubhouse or loss of Association property will be the responsibility of the homeowner. A fully returnable security deposit may be required to be placed on file with the Association. The Board may impose a cleaning fee if the property is not adequately cleaned following the event.
- For larger events, all trash beyond what will fit in the clubhouse trash carts must be removed from the premises. County recycling requirements must be followed.
- The homeowner/applicant shall be responsible for the conduct and supervision of all guests.

- No loud noise or inappropriate activity that disrupts the peace and tranquility of the community is permitted.
- The Board may require that the applicant provide a certificate of insurance naming the Glen Eden Homeowners Association Inc., its agents and servants as an additional insured for the entire event. This is designed to prevent the Board being responsible for any injury or other contingent liability that occurs because of the use of the facility.
- The Board may require a “Release and Waiver of Liability and Indemnity Agreement for the Use of the Clubhouse Premises”.
- The homeowner requesting use of the clubhouse is responsible for the conduct and safety of all individuals present at the event.
- The board may impose additional requirements depending on the nature of the event.

ADDITIONAL HOMEOWNER RESPONSIBILITIES FOR USE OF THE GLEN EDEN CLUBHOUSE

ADMITTING GUESTS TO GLEN EDEN: for security purposes, do not give out gate codes to your guests.

Ask your guests to call the clubhouse from the call box at the gate by scrolling down to CLUBHOUSE.

When you answer the phone at the clubhouse, press “9” to open the gate. **The address of the clubhouse is 14627 Glen Eden Drive.** The telephone number is **239-566-2905.**

BRING YOUR OWN SUPPLIES TO YOUR EVENT: do not use consumable supplies such as paper plates, napkins, plastic utensils, cups table cloths etc. that are at the clubhouse. Our Social Committee has purchased those items for community events that they sponsor.

DAY OF EVENT:

- Set the thermostat to a comfortable temperature (it is routinely capped at 78°).
- The instructions for the TV are located on the countertop.
- To protect the tables, always use the heavy pads stored underneath each table. You must place table cloths that you provide over the pads.
- Folding chairs and tables are stored in the restrooms.
- The day before the event, place a sign on the outside of the front door (the inside has a film) stating that the clubhouse is reserved for a given date and hours. This is to be removed after the event.

CLOSING UP AFTER THE EVENT:

- Dispose of all food and run the garbage disposal.
- Remove from the refrigerator any food supplies that you brought.
- Clean sink and counter tops.
- Vacuum rug. Vacuum is kept in the closet between the front door and kitchen.
- Collect and dispose of all trash and recyclables. (Extra bags are under the sink.)
- Place your trash bags and recycling in the trash carts behind the restrooms.
- Reset thermostat to 78°
- Turn off ALL lights and fans.
- Lock ALL windows and doors.

You will be responsible for any damage incurred, any loss of property and any necessary cleaning beyond normal contracted cleaning services.