

Clubhouse Rules and Rental Information

The Piney Creek clubhouse is a very active component of the Piney Creek community. It is used by Piney Creek youth groups, recreation groups, local government agencies, the Piney Creek Board of Directors, Piney Creek committees and of course by the residents.

The following guidelines are intended to help members understand the clubhouse reservation procedure and some of the more important rules and regulations.

Clubhouse Reservation Procedure

1. The clubhouse is available for use by members in good standing of the Piney Creek Recreational Association, Inc. It is available for private parties, banquets, luncheons and meetings. Use of the clubhouse for commercial purposes is strictly prohibited.
2. Reservations are made on a first come first served basis. Reservations for the clubhouse may be made not less than five (5) days in advance of the activity and not more than forty-five (45) days in advance. Be advised that groups such the Board of Directors, Piney Creek committees and local government agencies or school groups are not subject to the 5 day/45 day limitation and often schedule their meeting dates up to a year in advance. Members are encouraged to plan well in advance and call the Community Manager (303-699-8069) to discuss future availability of the facility.
3. Persons desiring to serve any alcoholic beverage at their private event in the Piney Creek clubhouse are required to either provide proof of host liquor liability insurance in an amount not less than \$1,000,000.00 (one million dollars) or to not serve alcohol. This stipulation is formalized within the Facility Use Agreement / License, Release and Indemnification Agreement that must be initialed and signed by all persons wishing to use the clubhouse.
4. Procedures for making a clubhouse reservation:
 - a. All reservations are made by phone or email. If you are calling / emailing on the 45th day before your desired date be sure to call or email as close to 8:00 a.m. (but not before). Messages are date and time stamped and the first person to call or email after 8:00 a.m. will secure the reservation. The Community Manager will call as soon as possible to let you know if the reservation has been secured. The legal owner(s) of the home and/or head of household must make reservations. Reservations may not be made by dependents.
 - b. The member's name will be placed on the reservation calendar if the desired date is available. No waiting list is maintained.
 - c. At least one week before the reservation, an appointment should be made with the Community Manager to complete the contract for the reservation date and a security/damage deposit must be provided. The security deposit is \$600.00 (checks made payable to the Piney Creek Recreational Association). At that time, the Member will be given instructions as to how to access the facility.
5. Clubhouse hours are generally 9:00 a.m. to 10:00 p.m., with closing hours extended on Friday and Saturday to 11:00 p.m.

6. The clubhouse is closed and not available for reservations on the following holidays: New Year's Eve, New Year's Day, Easter Sunday, Independence Day, Thanksgiving, Christmas Eve and Christmas Day. The clubhouse may not be used for overnight events.

Rules and Regulations

1. General Guidelines & Information:

- The Piney Creek Recreational Association member making a reservation must be present at all times during the reserved period.
- Children are welcome at any event; however, children under 18 years of age may not be left unattended in the clubhouse at any time.
- The gas log fireplace may be used in season. Instructions for use are in the Clubhouse. Please see Community Manager for operating instructions.
- All groups must supply their own kitchen utensils (flatware, glassware, plates, napkins, bowls, etc.) and cleaning supplies. Homeowners should also supply their own vacuum for clean up after their reservation.
- All decorations must be removed and properly disposed of at the conclusion of the event. Please do not put tape on the copper above the fireplace or kitchen pass through as it damages the finish. No helium balloons are allowed in the clubhouse.
- All equipment and supplies must be removed at the end of the activity. The clubhouse will not store or hold anything after an event. *Please remember that it is likely that another reservation will be using the clubhouse either the same day or the day after your event.*
- As a courtesy to neighbors living nearby the clubhouse, music and noise volume must be kept to reasonable levels.

2. Cleanup:

- Floors – the renter is responsible for sweeping, mopping and/or wiping up any spills, food, or tracked in debris on any floor surface. This includes carpet, tile flooring, kitchen flooring, and bathroom flooring. All carpets must be vacuumed (renter is responsible for supplying his or her own vacuum).
- Surfaces - the renter is responsible for wiping down all surfaces such as counter tops, chairs and tables. Piney Creek does NOT supply cleaning equipment or supplies. Please bring your own to use.
- Trash removal – the renter is responsible for taking out any trash from the event. The Waste Management dumpster/bin is located outside of the clubhouse, on the driveway nearest to S. Joplin Way. Piney Creek Recreational Association does NOT supply the trash bags. Please bring your own to use.
- Kitchen – the kitchen area must be cleaned, including counters, sink, stove (cooktop & oven, if used), microwave oven, refrigerator and floor.
- Storage of equipment - any tables, chairs or equipment used from the storage room must be placed back in the room in a neat and orderly fashion.

3. Facility Safety Requirements:

- Pool use - It is strictly prohibited for anyone to go out onto the pool deck when the pool is closed for the season. During pool season, renter and his/her guests or invitees are not allowed to use the pool deck **at any time** unless the renter has made prior arrangements through the pool management company to hire at least one lifeguard to oversee the event. For safety and liability reasons, the pool deck may not be used (even if renter and guests are not swimming) without a lifeguard from the pool management company being present.
- Smoking or chewing tobacco is prohibited inside the clubhouse and outside within 25 feet of the entrance doors. Cigarette butts must not be left anywhere in the landscaped beds or parking areas outside of the facility.
- Valuables/lost items - The Association cannot be responsible for any items left in the clubhouse. Please do not leave any valuables unattended in the clubhouse or in vehicles while parked on the property.

Violation of any of the above regulations could result in clubhouse use privileges being revoked, as well as fines and assessment of costs, as determined by the Board of Directors.