

Crown Hills Clubhouse, Lounge & Kitchen Use Conditions for Reserved Private Events

1. Reservations for private use of the lounge & kitchen facilities will be considered only if the requesting Member is current in payments for all assessments, dues, or fines owed to the Association at the time the reservation is requested. If the Member becomes delinquent after the reservation is accepted, but before the date of the event, the reservation will be cancelled.
2. The facilities may be reserved only for private social events celebrated and attended by Members and their close relatives or friends, such as birthdays, anniversaries, bridal & baby showers, going-away parties, etc. They are NOT to be used for such things as school sponsored events, church sponsored events, fraternal or service organization functions, or commercial “for profit” presentations or meetings for select groups. If the On-Site-Manager feels that the reason given for a reservation request is questionable, approval by the Board of Directors must be obtained.
3. The Member host must be 21 years of age or older and **MUST BE IN ATTENDANCE AT ALL TIMES** during the event. The Member is responsible for guests’ behavior as set forth in the Association Rules & Regulations for Community Center and Common Areas. Costs resulting from damage or excessive soiling of furniture, fixtures, or furnishing of the Clubhouse or its surrounds will become the liability of the Member host.
4. Block out dates for reservations are those of scheduled Board or Association meetings, other community events, national holidays, Christmas Eve and Day, and New Years Eve and Day. A member can request a reservation date that is over a month in advance only one time per calendar year.
5. If the home resident is not the owner, but desires to execute a reservation request, the owner (Member) must sign the Reservation Request as the “Member host” and the home resident must sign as the “Resident Host”. The “Member host”, however, still assumes final liability for adherence to all conditions set forth herein.
6. Maximum attendance is 134, unless approved by the Executive Committee.
7. Excessively loud or offensive music or language is not permitted.
8. All doors must be kept closed during the entire event, except for entering or exiting.
9. Kitchen facilities and cooking equipment must be cleaned after use, refrigerator and dishwashers emptied and cleaned. All trash, garbage, and personal items must be removed from the Community Center. It is the host’s responsibility to provide cleaning supplies and equipment and trash bags. In addition, kitchen AND lounge floors must be mopped or vacuumed as needed, and tables and chairs cleaned and placed in the same order or stored as before the event.
10. Time of use for the clubhouse can be from 8:00 AM to 10:45 PM for setup and cleanup. The building must be vacated no later than 11:00 PM, unless prior written approval has been given for a later time. All kitchen equipment, TVs, and lights must be turned off.
11. Scattering of material such as confetti, rice, piñata stuffing, or bubbles is prohibited.
12. Balloons, ribbons, streamers, thumbtacks, scotch tape, etc must be removed from walls, windows, doors, and anywhere else they have been placed. No wet bathing suits or feet in clubhouse.
14. All doors must be locked and dead bolted. Return key through office mail slot.