

COLUMBIA SPORTSMENS CLUB (aka the Club) **CLUBHOUSE USAGE GUIDELINES**

Please read the entire Clubhouse Usage Guidelines. These are the Clubhouse guidelines only and do not cover fishing, swimming, ATV's, boating, etc. You should consult the Club Bylaws prior to reserving the clubhouse. Keep in mind that this is a residential community, and that unreasonable or excessive noise will be a violation of the Clubhouse Guidelines. Following are some of the basic facts about the clubhouse:

- 49 guests is the maximum capacity
- Hours of Rental: 8:00 am – 1:00 a.m.
- **Kitchen area:** 2 microwaves on small table, stainless steel sink, refrigerator, bait refrigerator, electric stove with oven, 4 round plastic tables with seating for 6 each. One box freezer.
- **Visiting area:** 6 blue fabric office chairs, 2 vinyl fabric office chairs, 2 other rigid chairs, 33 folding chairs, 3 end tables, one large wooden table
- **Fireplace:** For use with Duraflame logs only
- **Entertainment features:** 3 TV's (1 smart TV) and 1 Blue-ray DVD

Please observe the following Guidelines for Clubhouse reservations:

- Reservations are made on a first-come, first-served basis. Available dates/times can be found at the Clubhouse Reservations link at our website:
<http://columbiasportsmanclub.com> or at
<https://calendar.google.com/calendar/embed?src=columbiasportsmensclubil%40gmail.com&ctz=America%2FChicago> You must contact the Clubhouse Chairman to reserve your date/time.
- Only active Primary or Secondary club members may reserve the Clubhouse.
- The club member who reserves the Clubhouse is required to stay for the duration of the event.
- Reservations may not be made earlier than 12 months prior to the desired date.
- The same club member cannot make the same date/time reservation consecutive years prior to 90 days of the following holidays: New Year's Eve/Day, Easter, Mother's Day, Father's Day, Memorial Day, 4th July, Labor Day, Halloween, Thanksgiving, Christmas Eve/Day.
- There is a \$150 deposit required from the club member no later than 30 days prior to the reservation. This deposit will be refunded upon satisfactory inspection by the Club.
- Reservations that are cancelled 2 weeks or more prior to the event date, will receive a full refund. Cancellations less than 2 weeks of the event date will be assessed a \$25 scheduling fee.
- If damage to the Clubhouse occurs, the Club may hold the deposit and convert it to cash to repair damage, to make replacements, or to use for additional cleaning if deemed necessary by the Club.
- If the deposit fee is not sufficient to correct any damage, the registered member shall be liable for any liable amount needed to bring the Clubhouse back to its pre-event condition.

- The registered member will be held liable for any damage done to the Clubhouse and any legal expenses as a result of any civil suit to recoup incurred damages; and your membership may be revoked.
- A Furnace supply room key will be provided to the club member reserving the clubhouse.
- The porch supply closet key is the same as the front door key.
- The Club shall be the sole judge as to violations, losses or damage inflicted.

Please observe the following Guidelines for Clubhouse use concerning food/beverages:

- No opened food/beverages/ice to be left anywhere in the clubhouse.
- Nothing must be left in the sink or stove.
- No cutting on the kitchen counter without cutting boards.
- All hot utensils/pots/pans, etc. must be placed on hot pads or trivets.
- No grease fryers can be used inside the clubhouse.
- Use the three provided food covers when using a microwave.
- Coasters or napkins must be placed under drinks placed on wooden furniture.

Please observe the following Guidelines for Clubhouse use:

- NO SMOKING IS PERMITTED INSIDE THE LODGE OR UNDER THE PATIO AREA.
- No cigarette/cigar butts, or tobacco waste of any sort is to be left anywhere on club property.
- If the fireplace is used, ensure the damper is open prior to use and closed after use.
- If the fireplace is used, ONLY DURAFLAME LOGS ARE PERMITTED and a screen must be in place.
- No holes, for any purpose, will be made in any wall, post, ceiling, or door.
- Only poster putty or removable adhesive putty can be used to hang anything in the clubhouse. If the Club has installed brass hooks along the beams, they may be used to hang decorations.
- No tape, staples, push pins, or tacks can be used anywhere inside the Clubhouse, except on the bulletin board.
- All notices on the bulletin board must contain an expiration date no longer than 60 days of posting, except those posted by the Board.
- Burning of candles is strictly prohibited inside the clubhouse.
- No confetti or Silly String can be used anywhere.
- Rice, birdseed, rose petals, etc. can be used only in grassy areas.
- All noise will be kept under reasonable control and will not disturb residential neighbors.
- There will be no overnight sleeping.
- Do not use the Club's plastic folding chairs on the lawn as they are not sturdy enough.
- You are responsible for the actions of all your guests who attend your party

Please observe the following Guidelines for closing the Clubhouse:

- Cleaning/bathroom supplies are stored in the furnace rooms. Store brooms, mop/bucket, Swifter style dry/wet mop in PORCH supply room.
- The Clubhouse will be restored to the same condition it was found, with all furniture in their original location or in the porch storage area.
- If the fireplace was used, all embers must be extinguished and the fireplace cleaned.
- Return all remote controls to their correct location.
- Countertops, furniture, and flooring must be cleaned of all debris, spills, food.
- Floors must be swept and mopped as needed.
- All trash cans, including those in the bathroom, must be emptied into the dumpster in the parking lot before you leave.
- Clean liners (provided) must be placed in all trash cans.
- The kitchen counter top, sink, stove, and bathrooms must be wiped down before leaving.
- All decorations and signs must be removed from inside the Clubhouse. This includes any decorations or directional signage outside in the parking lot or streets.
- All lights, TV, and appliances will be turned off and the Clubhouse thermostat set according to the sign, and will be vacated and locked no later than 1:00 am.
- Please leave the supply room key in the lock box on the wall.

User's obligations and acknowledgement of safety measures pertaining to pandemics

- In consideration of Club's allowance of Members and their guests to attend and/or participate in events at the Club, User agrees to follow and fully implement all relative to, and applicable to the Club usage, all the Government and Quasi Government, including Federal, State, County, City, Health Departments orders by declaration, demands, suggested, mandated, pertaining to the use of the Club. Including but not limited to, social distancing, wearing mask or face coverings, limiting number of occupants in any given area, length of time in any one area, food handling and placement, and sanitizing etc.
- The User when done with the Clubhouse, will use the Club's supplied sanitizer, and wipe down, including but not limited to, surfaces which would be encountered by multiple people, all door knobs, faucet handles, bathroom fixture handles, key boards to the microwaves, stove, refrigerator, and TV & DVD player remotes.
- It is suggested, that User perform the above paragraph prior to commencing the use of the Clubhouse for their event.
- Paragraph 16 of the Facility Rental Agreement is made a part of this agreement herein.

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