

## FAIRWAY VILLAGE HOMEOWNER'S ASSOCIATION

Policy Number 500-1

Title: FHVA Clubhouse Management

### Rescissions of Policy:

This policy rescinds and supersedes any and all policies/motions approved on this subject prior to this 20<sup>th</sup> day of January 2010 and incorporates Agreement for Rental of Facilities which is also all superseded.

### I. Terms of Use - General

- A. Clubhouse Availability - Hours of Operation: Office hours are 9:00 AM to 3:00 PM weekdays (except holidays) and generally the clubhouse will be open 24 hours a day, everyday, for paid members via security access. Any Member who has not paid their annual assessment is restricted from use of the clubhouse.
- B. The Activities Coordinator is responsible for scheduling all clubhouse activities which must be registered in advance. All activities and rental agreements are subject to approval and all fees paid prior to use.
- C. Rules & Etiquette: All posted rules (signs) are being observed at all times.
- D. Guests are allowed only when accompanied by a current member or associate member (keys are not to be loaned out to any guest).
- E. Attire: Resort wear is the accepted attire for the clubhouse. Shirts and shoes must be worn at all times. Walking shorts are acceptable attire but no cut-offs, jogging shorts, sports bras, nor are half tee-shirts allowed except in designated areas (I.e. exercise room/pool).
- F. Pool use is regulated by Policy 500-2 and the Pro-shop activities are governed by the Golf Policy 400-1.
- G. Rules for use of the exercise facilities will be governed by the general Clubhouse Operational hours. All equipment is operated at the risk of the user and the Fairway Village Homeowners Association accepts no liability for misuse or for injuries sustained while operating such equipment (instructional manuals are available in the Clubhouse Office).
- H. Functions which include liquor service require a *Banquet Permit*, and if the liquor service includes the general public (non-members), a *Special Occasion Liquor License* must be obtained. (Washington State Liquor Stores charge a nominal fee). Alcoholic beverages are not to be served to anyone prohibited by the State of Washington laws, rules, or regulations.

Liquor provided by individuals for their own use (B.Y.O.B.) does not require a permit. Proof of permit witnessed by office personnel is required prior to event and must be posted during the event.

- J. Equipment Use/Care: Use of the public address system, pianos or audio-visual equipment must be prearranged at time of reservation. Proper use and training will be required prior to event. All on-premise equipment is subject to inspection prior to any refund of the damage deposit and includes all furnishings, public-address/sound system, dishware, plants and décor. Under no circumstances will any items be removed from the premises.

## II. Terms of Use - Clubs/Interest Groups

A. Eligibility: Clubhouse use is free of charge to registered Fairway Village Clubs. All reservations are on first-come/first-served basis. Scheduling conflicts between users will be prioritized based on precedence and space allocation as follows: Homeowners Board of Directors, Fairway View Condominium Board of Directors, FVHA Board authorized Committees, registered Clubs, individual users/renters.

1) Regular Meetings: All meetings must be pre-arranged/scheduled with the Activities Coordinator and are to be published in the Villager Newsletter and FVHA website.

2) Special Meetings: Special club meetings/parties which are outside the course of normal club activities also are to be pre-arranged/scheduled with the Activities Coordinator.

3) Meeting Room Assignments: All requests for meeting rooms exclusively for FVHA members will be scheduled according to anticipated attendance and activity involved and approved by the Activities Coordinator at time of request.

B. Other Clubs/Groups: Any organization or group which charges dues, fees and/or limits membership (I.e. *private clubs*) will also pre-arrange their schedules with the Activities Coordinator but will not be published in the Villager Newsletter or/FVHA website.

C. Organizations/individuals which seek to entertain, educate or provide services for which a fee is charged (I.e. musicians, yoga/aerobic instructors, dance instructors, computer instructors or consultants) must be licensed by the proper state, county and/or municipal government and display them at all times during their performance and/or instruction.

D. Religious/Political groups/organizations are allowed to use the Clubhouse if like minded resident members desire to schedule meetings with those themes. Formal requests must be made of the FVHA Board of Directors. Only paid

advertisements in the Villager newsletter may be used for announcements. No unauthorized literature, posters, or memorabilia are to be displayed or distributed on clubhouse property.

### **III. Terms of Use - Member Family/Member Only Events**

- A. Eligibility: 1) Any Fairway Village Member in good-standing may use the clubhouse free of charge for immediate family and/or functions whereby the multitude of participants is other Fairway Village Members in good standing. Maximum attendance is limited to 50 or less. A refundable damage deposit is required and it must be rendered at the time of scheduling/reservation (see Fairway Village Facility Rental Agreement).
- 2) Private Member/family events exceeding 50 attendees require on-site security personnel and the Host/Hostess is responsible for fees/charges.
- 3) Memorial Events: Memorial services conducted for deceased Fairway Village residents (only) are allowed to be conducted at no charge. Cleaning fees and/or damage deposits may be required.
- 4) General Requirements: The Host/Hostess of any Member Family, Member Only, or Memorial Service event is responsible for the general cleanliness, damages, and conduct of guests (including the observance of all clubhouse rules).

### **IV. Terms of Use - Public Events**

- A. Eligibility: Events such as a family reunion, wedding reception, award banquet, or group meeting (not to exceed 200 attendees) where a group member is a Fairway Village resident and acts as sponsor, even though the majority of participants are neither Fairway Village residents nor family members. This includes formal Board of Director/Activity Committee sponsored events.
- B. Catered Events: Caterers are responsible for providing a copy of their permit which validates the ability to conduct business in Clark County and agrees to comply with the rules and regulations of the State Board of Health. A Certificate of Insurance, with a minimum coverage of \$500,000.00 naming Fairway Village Homeowners Association as additional insured, must be provided prior to commencement of the event, and becomes part of the Facilities Rental Agreement.
- C. Liquor Service: Any function which includes liquor service must obtain a *Special Occasion Liquor License* and provide a copy prior to commencement of the event. It is available from the Washington State Liquor Stores at a nominal fee. Under no circumstances will any alcoholic beverage be permitted or be served to any person prohibited by the State

of Washington laws, rules and or regulations.

- D. Security: Any function exceeding 50 persons will require the use of security personnel which will be arranged by facility staff and paid by the client.
- E. Equipment Use/Care: All on-premise equipment is subject to inspection prior to any refund of the damage deposit (includes all furnishings, public-address/sound system, dishware, plants and décor). Under no circumstances will any items be removed from the premises. Use of any of the aforementioned property must be prearranged at time of reservation.

Approved and adopted by the Board of Directors on:

(Date) 1/20/2010

President Maggie Burnham