

## **CLUBHOUSE RULES PACKET AND INSTRUCTIONS FOR USAGE**

### **NO LOUD AND DISTURBING NOISE COMING FROM CLUBHOUSE AFTER 10PM UNDER ANY CIRCUMSTANCES**

The Clubhouse is available on reservation basis for use by JCCA residents for their own personal events. It is not available to non-resident friends or organizations wishing to rent the facility. The resident host must be present during the event. A security deposit of \$300 (\$500 with Entertainment Center Usage) and a usage fee of \$100 (\$150 with ECU) are mandatory. The following guidelines are to be observed for usage of the clubhouse:

1. You may check the online calendar (Booked dates are shown as CH Reserved) at [jasminecreek.org](http://jasminecreek.org), or call the JCCA Office to determine if the facility is available. A \$300 security deposit is required to confirm your reservation at least two weeks in advance of your function or your reservation will be cancelled. Security deposits are refunded if there is no damage to the clubhouse amenities; all required clean-up and lock-up requirements are met; all rental furniture and equipment and any personal belongings are removed prior to 11 a.m. the day after the function; and if the clubhouse is left in good condition with all furniture returned to its original location. Charges for cleaning in excess of normal cleaning costs will be deducted from your security deposit. Trash removal is the responsibility of the resident using the clubhouse. If it has not been removed by the time of the final inspection a minimum charge of \$25.00 will be assessed.
2. The \$100 rental fee must be paid at least five days prior to your function. Return check and signed agreement at least five (5) days in advance of the event to the Management office. At that time you will be asked to schedule appointments with office personnel for pre-party and post-party walk through inspections. Inspections are scheduled for Monday-Friday between the hours of 9 a.m. and noon. If you are unable to keep either of your appointments, the inspection will be done by management personnel and you will be notified if there will be any additional fees deducted from your security deposit. We suggest that you make every effort to be present for both inspections to avoid misunderstandings about the condition of the facility either before or after the party. Please make check payable for security deposit to JASMINE CREEK COMMUNITY ASSOCIATION.
3. Management will instruct gate personnel to release clubhouse keys to you on the day of your function. No party list is required. The attendant will permit access to those attending.
4. Fire Department and Insurance regulations impose a limit of 129 persons maximum, including caterers and entertainment groups.
5. JCCA policy requires those reserving the Clubhouse add Jasmine Creek as Additionally Insured on their insurance for the event (sample attached).

6. Additional Guest Parking – Designated guest parking spaces in the cul-de-sacs at the end of Whitecap and Breakwater may be used for additional clubhouse parking. Pathways from the parking areas lead directly to the Clubhouse. Directional parking signs are stored in the clubhouse closet. The host is responsible to pick up the signs immediately after the party. The cost of replacing a lost sign(s) will be deducted from your security deposit.

#### MISCELLANEOUS USAGE REQUIREMENTS AND HELPFUL HINTS.

1. Residents may reserve the Clubhouse four (4) dates in any calendar year.
2. Reservation of the Clubhouse excludes use of the tennis courts and/or swimming pool. Food and beverages may not be taken to the pool or tennis courts
3. Parties in the Clubhouse must end by 1 a.m. on Friday and Saturday nights and by midnight on weeknights.
4. The resident host is responsible to report clubhouse damage or any plumbing emergency, etc. to the gate attendant immediately. JCCA staff will arrange for repairs and, when applicable, deduct cost of repairs from the security deposit.
5. Please do not remove furniture from the interior of the Clubhouse. Furniture that is re-arranged within the Clubhouse should be replaced in its original position. (See diagram for location.)
6. Spills on upholstery or carpet should be blotted up immediately with cold water and paper towels. Please do not attempt to clean the spot. Inform management staff during your post party inspection of the spill and what was spilled so that it can be professionally cleaned to avoid permanent staining.
7. Please do not tape posters or other decorations to windows, glass doors or on interior or exterior walls of the Clubhouse. Please inquire prior to using decorations other than table decorations.
8. No tenting is permitted.
9. Special permission must be obtained for additional cooking equipment, such as a barbecue intended for use on the deck.
10. Outside vendors, including food trucks and bounce houses, etc., must provide proof of their liability insurance and name Jasmine Creek Community Association as additionally insured.
11. If using the entertainment center please read and follow the instructions provided during the demonstration of how to operate the system.

**CHECKLIST TO BE COMPLETED AFTER THE EVENT & RETURNED TO GUARD WITH KEYS**

- \_\_\_\_\_ All doors/sliding doors must be **locked & secured**.  
**Interior doors to restrooms must also be locked.**
- \_\_\_\_\_ All lights must be turned off, including those in the restrooms.
- \_\_\_\_\_ Gas for the fireplace must be turned off. The fireplace is not to be used for wood or to burn debris.
- \_\_\_\_\_ The stove and ovens must be turned off. The fireplace and heater should be turned off.
- \_\_\_\_\_ Clubhouse keys must be returned to the gate attendant when event is concluded (not the next day).
- \_\_\_\_\_ Remote controller for entertainment center must be placed back on the charger unit located inside the tv cabinet.
- \_\_\_\_\_ Please remove all dishes, utensils, food, beverages, etc. and take all trash home immediately after event. Please do not leave it outside of Clubhouse. Paper and other debris should be removed from the restrooms, the trash container between the men's and ladies' rooms must be emptied and taken home.  

A minimum fee of \$25 will be deducted from your security deposit if the Association needs to remove your trash.
- \_\_\_\_\_ Please clean and empty oven, cabinets, service centers, refrigerator and freezer.

## CLUBHOUSE INVENTORY CHECKLIST

### ACCESSORIES

- 1 oil painting on canvas (mounted on fireplace)
- 2 pictures (mounted above library tables)
- 5 doormats
- 4 trash barrels (2 outside and 2 inside)
- 3 standing ashtrays outside on deck
- 1 past Presidents' plaque located behind bar
- 1 area rug on dance floor (6'x9')
- 10 sun screen roller shades
- 2 table lamps on library tables w/o shelf (MUST NOT BE REMOVED)
- 8' silk bamboo tree

### FURNITURE

- 1 entertainment center
- 4 coffee tables – 18" x 18"
- 4 game tables - 39" x 39"
- 2 library tables with lower shelf - 72" x 18" x 30"
- 2 library tables without shelf – 60" x 16" x 30" (MUST NOT BE MOVED)
- 16 scala arm chairs (gunmetal finish)
- 2 toscana lounge chairs in conversational area
- 1 bar - 60" x 33" x 41" (MUST NOT BE MOVED)
- 2 sofas in conversation area

### CLOSETS

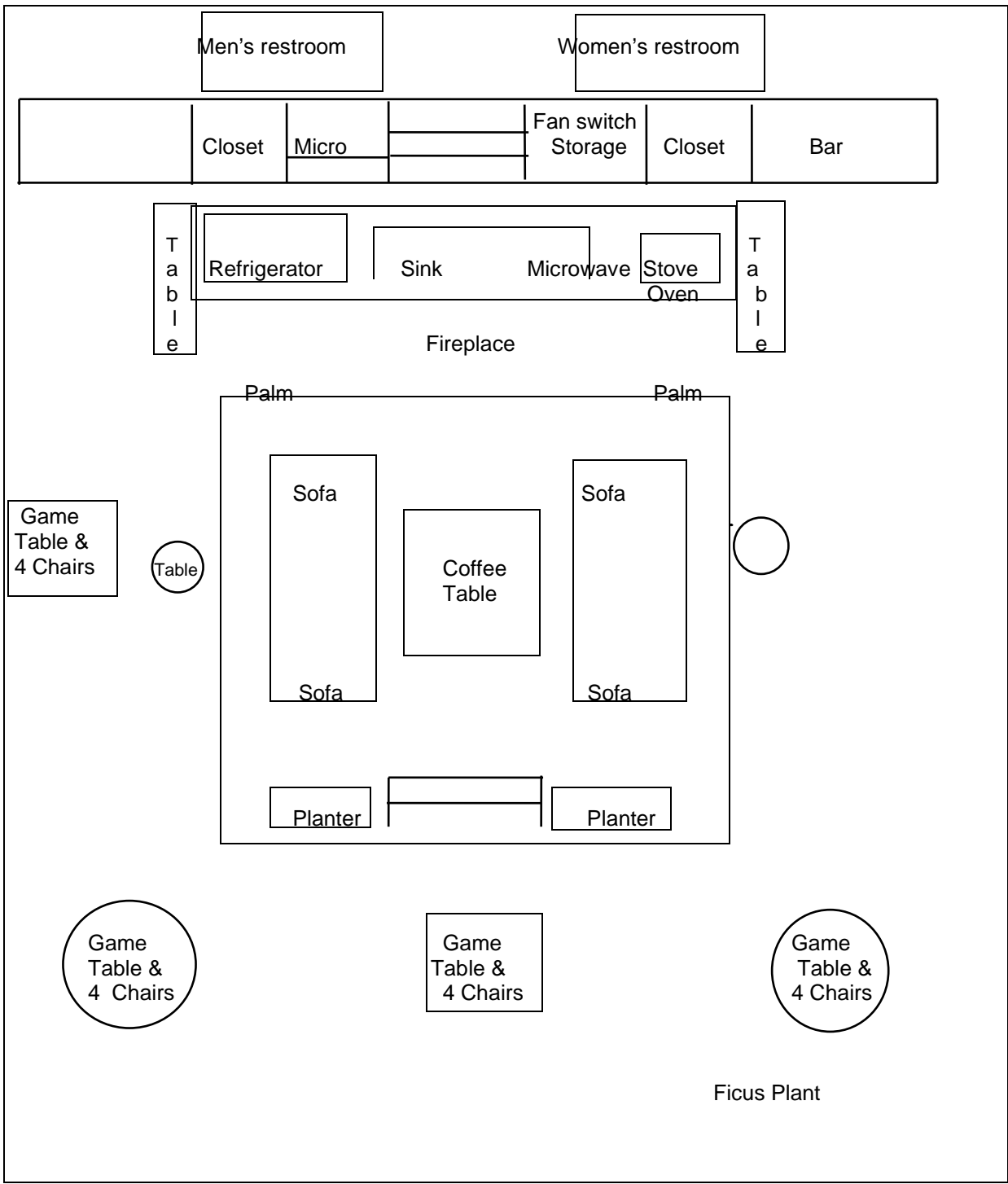
- 52 folding chairs
- 3 square folding tables – 32" x 32"
- 4 rectangular folding tables – 72" x \_\_\_\_\_
- 6 parking signs

### BUILT-INS

- 5 chandeliers, each with 8 shades
- 1 refrigerator
- 1 stove/oven combination
- 1 oven/microwave combination
- 1 space saver microwave above stove

### RESTROOMS

- 3 pictures on wall (women's restroom)
- 1 picture on wall (men's restroom)



POOL AREA

JASMINE CREEK COMMUNITY ASSOCIATION

CLUBHOUSE RESERVATION AGREEMENT

DATE \_\_\_\_\_

Homeowner \_\_\_\_\_

Resident \_\_\_\_\_

Facility \_\_\_\_\_

Address \_\_\_\_\_

Date of Use \_\_\_\_\_

Telephone \_\_\_\_\_

Hours of Use \_\_\_\_\_

Expected Attendance \_\_\_\_\_

Nature of Activity \_\_\_\_\_

The undersigned Owner/Resident agrees to defend, hold harmless and indemnify the Association, It's Officers, Directors, Agents and Employees against any loss, claim, demand, obligation of liability directly or indirectly resulting from the condition of the Clubhouse and it's surrounding areas and from any conduct of Homeowner/Resident and Homeowner's/Resident's invited guests at the above designated event.

The undersigned Homeowner also agrees that the facility will be used in accordance with the attached rules and that the facility will be left at the end of the event in the condition specified in said rules. If any damage, cleaning or repair costs are incurred, they will be paid by the undersigned Homeowner/Resident on demand.

\_\_\_\_\_  
Resident