

QUAIL RUN CLUBHOUSE

Regulations and Responsibilities

General Use:

- The Clubhouse is intended for Homeowner Association (HOA) Committee gatherings, meetings, and for the enjoyment of Quail Run residents.
- Sponsoring Homeowners or Renters can reserve the Clubhouse for their own personal use.
- The Sponsor is required to complete the Quail Run Clubhouse Reservation Form.
- The Sponsor reserving the Clubhouse must be present at all times during the event.
- The Sponsor understands use of the Clubhouse for commercial or other activities that generate personal financial gain is not permitted.

Hours of Use:

- The Clubhouse is available for use seven days a week from 8:00 am to 10:00 pm.

Alcohol:

- Alcohol cannot be sold in or around the Clubhouse.

Children:

- The Sponsor is responsible for ensuring that children are supervised during the event.
- Children aged 14 and younger must be supervised inside and around the Clubhouse, including at the park and on property adjacent to the Clubhouse.

Cleaning and Maintenance:

- The Sponsor agrees to be responsible for cleaning up and restoring the Clubhouse to its condition prior to the event and that failure to do so may result in the imposition on Sponsor of actual cleaning fees incurred by the Association plus a fine of \$50.
- Sponsors planning to use the Clubhouse barbecue grill will post a deposit of \$75 in advance with the Office Assistant, payable to Quail Run HOA. Upon inspection to verify the grill has been left in clean condition, the deposit will be returned.
- Review and adhere to "Clean-Up Check List" on the reverse side of this form.

Clubhouse Reservations:

- The Clubhouse reservations are displayed on the website's (www.quailruneugene.com) Master Calendar button on the right-hand side of the Home Page.
- Residents (Sponsoring Residents) may reserve the clubhouse for one-time or recurring events as outlined below:
 - o Official HOA events (e.g., Board Meetings; Events Committee-sponsored events) have scheduling priority over privately sponsored events.
 - o Sponsoring residents may schedule private one-time events up to 12 months in advance on any available date.
 - o Sponsoring residents may schedule (or renew) recurring events up to 5 weeks in advance of the requested dates. For example, a recurring event sponsor may request available August dates during the last week of June. It is the sponsoring resident's responsibility to advise the Office Assistant when renewing a recurring event.

Parking:

- The Sponsor will inform guests about locations for visitor parking of vehicles.
- The Sponsor will provide a parking supervisor for events that will involve 10 or more vehicles.

Pets

- Pets are not allowed inside and around the Clubhouse, including at the park and on other property adjacent to the Clubhouse.

Smoking:

- Smoking is not allowed inside and around the Clubhouse, including at the park and on other property adjacent to the Clubhouse.

Supplies:

- Disposable supplies are to be used exclusively for HOA functions – not for personal use.

(Please review and adhere to the Clean-up Checklist on reverse side.)

CLEAN-UP CHECKLIST

You will check out a key to the Clubhouse and a key to the attached shed to access trash cans & recycling. Please arrange to come to the Clubhouse within the week before the event to get the keys.

- Please place all chairs and tables by the walls
- Please clean floor of any loose dirt, debris and damp mop, if needed
- Please clean counter tops and appliances, if used
- Please check oven and refrigerator, that NO FOOD has been left
- Please clean the barbecue, if you have used it
- Please empty all trash bins and recycling (including restrooms), and place bags in the shed containers
- Please take all recycling bottles and cans with you
- Put new plastic liners in trash cans (liners are in cupboard under counter)
- Please be certain heat/air are left in regular settings
- Please turn off all lights and porch lights
- Please lock all doors and windows

The Sponsor agrees to be responsible for cleaning up and restoring the Clubhouse to its condition prior to the event and that failure to do so may result in the imposition on Sponsor of actual cleaning fees incurred by the HOA, plus a fine of \$50.

For information, contact the Office Assistant at 541-345-3299 or email quailrunha@comcast.net