

HIDDEN CREEK HOMEOWNERS ASSOCIATION, INC.
Clubhouse User Agreement

Name _____ Address _____

Telephone: (Home) _____ (Cell) _____ Email Address _____

Description of Event _____

Date of Event _____ Time _____ Expected number of guests _____
(State beginning and ending time (e.g. 6:00 -9:00 p.m.)

POLICY INFORMATION

- A Hidden Creek Homeowner whose dues and/or assessments are current may use the Clubhouse and **must** be in attendance at all times during the activity or event. Events involving minors **must** be supervised by an adult. Reservations are “first-come, first served” with priorities given to the Homeowners’ Association functions. To make reservations, send email to reservations@hiddencreekal.org. Upon approval of reservations, users **must** complete the Clubhouse User Agreement Form. An email will be sent to the user stating the date, time and location to receive the form. Upon receipt of the completed and signed form, a key to the Clubhouse will be given to the user.
- As stated in Article VI, Restrictions and Rules, Section 33, Pool and Clubhouse of the Declaration of Protective Covenants, Page 1035/Book 0874, and users must pay a security/cleaning deposit of **\$200.00**. Checks are made payable to the **Hidden Creek Homeowners Association, Inc.** The deposit is returned if the facility is left clean and there is no damage to furnishings, equipment or missing items. Any costs incurred in cleaning, repairing the facility or replacing missing items will be deducted from the deposit. Should damage exceed the deposit, you will be given the opportunity to pay the Association the full cost of all repairs within 10 days of receipt of a written explanation of the damages and a bill from the Association for such repairs. Failure to pay the cost of the repairs, under this agreement shall be considered an assessment and constitute a lien against your property and shall be fully collectible as stated in the Hidden Creek Homeowners Association’s Declaration of Covenants.
- Do not attach **anything to ceiling, walls, lights, fixtures and doors. Tapes, glue, pins, tacks, nails, screws, etc. are not permitted. Thrown rice, birdseed, glitter, and all types of confetti are prohibited inside and outside of the Clubhouse. Candles must be contained in a glass container taller than the top of the candle flame.**
- **SMOKING** is **NOT** permitted in the Clubhouse or on the porch.
- The Clubhouse may be used from 8 a.m. to 12 p.m. Monday through Sunday.
- The Hidden Creek Homeowners’ Association is not responsible for any valuables or personal property left on the premises.
- The key is to be returned on the same day following the event or activity, and the post-use inspection.
- Animals, with the exception of service animals are **not permitted** inside the Clubhouse without prior approval of HOA.
- Furniture, accessories, artwork and pictures on the walls **must** not be removed, and **must** be left in original places.
- Cleaning and Check-out list and Inspection Sheet will be provided to users prior to the reservation. Failure to fully perform and complete the cleaning and checkout procedures and inspection of property may result in a cleaning fee from the user’s deposit and/or future prospective forfeiture of use of the Clubhouse.

I agree to abide by the policies, cleaning and check-out procedures and inspection of facility of the Hidden Creek Homeowners Association:

Signature: _____ Print Name: _____ Date _____

Office Use:

User Fee _____ Date Received _____ Date Key Received _____ Date Key Returned _____

Clean-up Checked by: _____ Damage Charge \$ _____ Clean-up Charge \$ _____

Signature: _____ Date: _____

HIDDEN CREEK CLUBHOUSE CLEANING AND CHECK-OUT LIST

We ask that you FULLY complete all checklist items to preserve the Clubhouse and ensure a clean and fresh atmosphere for the next Homeowner's reservation.

- Furniture, accessories, artwork and pictures on the walls **must** not be removed, and **must** be left in original places.
- Clean and wipe down all surfaces including tables, appliances, sinks, granite counter tops, etc. Cleaners are located under the kitchen sink and the wet bar sink. *Please note: Clean the granite counter tops with the granite wipe. **DO NOT USE GLASS CLEANER ON THE GRANITE COUNTER TOPS.***
- Sweep floors, including main room, kitchen, bathrooms, mop spills, dirt and mud from floors. (Brooms, mop, bucket and dust pans are located in ladies' bathroom, shower area).
- Return fold-up tables and chairs to the kitchen area, if used.
- Place all trash in garbage bags and place it in the green garbage bin behind the pool house. If the green garbage bin is full, please take the trash with you and dispose of it at your home. Do not place Clubhouse trash in the trash containers in the pool area.
- Replace kitchen and bathroom trash can liners with fresh liners.
- Remove all items brought with you from the refrigerator, stove, microwave, and cabinets.
- Re-set thermostat. For the A/C to **80** in the summer months and **65** in the winter months.
- Straighten window blinds and return them to the fully open position.
- Make sure the interior bathrooms' door knobs are locked from the Main Room of the Clubhouse. The door knobs on the exterior doors leading from the bathroom to the pool are to remain unlocked at all times because entry and exit are controlled by the key card system.
- Lock the door knobs and dead bolts on both back doors leading to the pool area.
- Lock the front door knob. (Do not lock the dead bolt on the front door; the Association will lock it after use).
- Turn off lights, television, Stereo System, and fans.

THANK YOU!!

**HIDDEN CREEK HOME OWNERS ASSOCIATION
FACILITY INSPECTION/CONDITION FORM**

INSTRUCTIONS: The User and the Chairman of the Clubhouse Reservation inspect the facility together and mutually agree on the condition of the facility upon pre-use and post-use. Each party keeps a copy of the signed form. The purpose of the form is to determine if any of the user's deposit will be retained for cleaning, repairs or missing items after use.

<i>ITEM</i>	<i>CONDITION ON ARRIVAL</i>	<i>CONDITION ON DEPARTURE</i>
GREAT ROOM/ COMMON AREA		
Floors		
Walls & Ceiling		
Counter tops		
Sink		
Doors		
Cabinets		
Windows & Blinds		
Sofa/Couch		
Chairs @ Glass Top Tables		
Chairs		
Pillows		
Cocktail Tables		
End Tables		
Sofa Table		
Round Glass Top Tables		
Accessories(please specify)		
Stereo System/Speakers		
Television		
Fireplace		
KITCHEN		
Floors		
Walls & Ceiling		
Round Table		
Windows/Blinds		
White Folding Tables		
White Chairs		
Stove		
Cabinets		
Sink		
Counter tops		
Dishwasher		
Refrigerator		
Microwave		
LADIES' BATHROOM		
Floors		
Walls & Ceiling		
Counter tops		
Sink		
Toilets		

Doors		
Shower		
MENS' BATHROOM		
Floors		
Wall & Ceiling		
Counter tops		
Sink		
Toilets		
Doors		
Shower		

Pre-Use INSPECTION DATE: _____

Post-Use INSPECTION DATE: _____

User Print Name _____

User Print Name _____

User Signature _____

User Signature _____

Clubhouse Chairman Print Name _____

Clubhouse Chairman Print Name _____

Clubhouse Chairman Signature _____

Clubhouse Chairman Signature _____