

Westbrook Clubhouse Usage Rules, Clean-up Responsibilities and Information

The information outlined below is in place so that usage costs are kept to a minimum.

Clubhouse Usage Rules - Part 1

- The clubhouse is available only to people who live in Westbrook for private gatherings or events.
- The resident who reserves the clubhouse must be the one that picks up the key and be present during the event.
- The resident who reserves the clubhouse must be current on monthly assessment payments.
- The clubhouse is NOT available to non-resident owners nor for commercial or public use.
- Maximum attendees are 100 people per TVF&R fire code.
- The clubhouse is a NON-SMOKING facility. NO SMOKING or VAPING *anywhere* in or around the building.
- Use of the swimming pools is NOT included with rental or use of the clubhouse. Swimming pools and other common areas are not available for reservations or rental.
- The clubhouse is to be used only for purposes in alignment with Westbrook's governing documents.

<https://www.westbrookhoabeaverton.org/documents-and-forms#PublicDocuments>

<u>Clubhouse Usage Fees</u>			<u>Scheduler</u>	<u>Manager</u>
	Half Day	Whole Day	Jennifer Strider 661-414-2350	Diane Luckerth 503-539-5427
1-20 people	\$35	\$55	jennifer@simplefamilyhealth.com	dianejean20@comcast.net
21-40 people	\$50	\$70		
41-60 people	\$65	\$85		
61-100 people	\$80	\$100		
<i>Note: Half-Day is defined as either up until 3 PM or from 3 PM on.</i>			<> Security and cleaning deposit: \$50	
			<> Key Deposit: \$25	
			<> Submit ONLY checks or money orders. NO Cash.	

Clubhouse Usage Rules - Part 2

- NO alcoholic beverages are to be served in the clubhouse unless resident renting the clubhouse provides proof of a Special Event Certificate of Insurance Policy which covers an event where alcohol is served. Homeowner insurance policies and Westbrook's master policy do not extend coverage for events where alcohol is served.
- Do not tape anything on windows. Do not nail or staple anything to or on the woodwork.
- Users need to supply their own dishcloths, towels, linens and decorations.
- Do not remove any dishes or equipment from the clubhouse or clubhouse area.
- Fireplace - Users are expected to provide their own firewood. Do not burn trash or paper in the fireplace. The stove fan cannot be used when there is a fire in the fireplace.
- Do not sit on tables.
- If you are planning to set up "early" or clean up the morning after your event, you must first coordinate that with the Scheduler.
- The event is to be concluded and the clubhouse vacated no later than 12:30 AM.
- Before your event, let Clubhouse Scheduler know when condition of clubhouse and its contents will be ready to be inspected and make arrangements to return the key.

Clubhouse Clean-up Responsibilities - Check off list

Kitchen

- Make sure countertops, sink, stove top (including burner trays) and stove are left clean.
- Refrigerator - Wipe any spills, etc. Do not leave any food or party ice in refrigerator or freezer. Make sure all left-overs are disposed of or taken with you. Any food left will be discarded and deposit will be forfeited.
- All dishes, silver, utensils and other HOA items used must be washed, dried and replaced in the proper cupboard or drawer.

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Clubhouse Clean-up Responsibilities - Check off list - Continued**General**

- Empty and put a clean plastic bag in **all** trash cans. Clean bags are in the lower cupboard to right of the kitchen window. Put filled trash bags in roll cart(s) in locked fenced area outside back door.
- Floors: Remove all spots, sweep and mop floors. (Equipment is in the kitchen broom closet.)
- Vacuum stairway and entry hall. (Vacuum cleaner is stored in table storage closet.)
- If spots have been created on the stairs or entry hall, they need to be cleaned. (Spot remover and cloths are provided in the kitchen broom closet.)
- Remove any spots or finger prints on windows.
- Deposit will be forfeited if personal property items are left in the clubhouse, including but not limited to party favors, food or balloons.
- If you use the decks and/or areas around the clubhouse, please make sure they are clean. If benches are moved, replace in the original location.
- BBQ shall be cleaned, if used.
- Turn out all lights except entry hall chandelier, which is on a timer.
- **Adjust thermostat** when leaving clubhouse: In winter months turn HEAT to 60 degrees; in summer months turn COOL to 85 degrees. Thermostat fan always set to AUTO. NO "Off" settings.
- Check and double check ALL doors to make sure they all are locked and securely closed.

Main Room

- Fold chairs (leave 8 out) and return the rest to the storage closet; have them all facing the same direction in the rack.
- Wash tables, (3 long ones should be left up), remaining long tables are to be folded up and stored next to card tables.
- If card tables are used, wash, fold and store them face-to-face in the racks provided in the closet area. This prevents damage to the tops of the tables.
- If used, fireplace is to be cleaned before returning the key. Be sure the ash is cold.

Restrooms

- Wipe countertops and sinks.
- Make sure commodes are flushed and no water is left running.

Inventory of items available for use with clubhouse usage

TABLES 8 – 5' folding tables 20 – 3' square folding card tables	CHAIRS 89 – folding chairs 2 – upholstered "captain" chairs
COFFEE POTS 1 – 42-cup coffeemaker 1 – 30-cup coffeemaker 1 – 12-cup coffeemaker	DINNER WARE 80 – dinner plates, salad plates, soup bowls, coffee cups and saucers 30 – dinner knives, forks, spoons
PUNCH SERVICE WARE 3 – punch bowls 49 – punch cups	SERVING WARE 5 – large salad bowls 26 – salt & pepper sets Miscellaneous serving trays, dishes, bowls, utensils
COOKWARE 4 – roaster ovens (2 in table closet & 2 in attic) Miscellaneous pots & pans	OTHER 24 – small clear bud vases Miscellaneous sizes & shaped bud vases

Clubhouse Main Room measurements: 23' X 35 1/2'

Clubhouse Usage Procedure

- 1) Contact Clubhouse Scheduler to check for event- date availability.
- 2) Complete and submit this entire page to Scheduler **five or more days** in advance of the event in order to secure event_date.
 - a) Submit three separate checks or money orders made out to *Westbrook Homeowners Association*,
 - o One check for **non-refundable usage fee** (check # _____),
 - o One check for **refundable** \$50.00 security and cleaning deposit (check # _____) and,
 - o One check for **refundable** \$25.00 key deposit (check # _____)
 - b) Will alcohol be served at the event? YES___ NO___. If yes then Westbrook resident reserving and renting the clubhouse agrees to provide a certificate of insurance as evidence of a Special-Event Insurance Policy which covers an event where alcohol is served. Homeowner insurance policies and Westbrook's insurance policy do not extend coverage for events where alcohol is served.

Policy Number _____ Insurance Company _____
 Expiration Date _____

- 3) Arrange a date and time with Scheduler for obtaining the clubhouse key;
- 4) The key is to be returned to the Scheduler and is not to be passed off to anyone else;
- 5) After the event and at the time the key is returned the refundable-checks will be returned or shredded after the Scheduler has inspected and approved the condition of the clubhouse and its contents.

Clubhouse Usage Agreement

Resident (Print) _____
 Date(s) of function _____ Check one: Full day ___ Half-day before 3 PM ___ Half-day after 3 PM ___
 Purpose of clubhouse usage _____ Number of attendees _____

👉 I have read and agree to follow the Clubhouse Usage Rules, Clean-up Responsibilities and Procedures.

Signature _____ Date _____
 Phone Number _____ District _____

Revision 06/29/22

For Clubhouse Scheduler:
 Payment received on ___/___/___