

## CHEROKEE GARDEN CONDOMINIUM CLUBHOUSE POLICY

1. Reservations for the Clubhouse may be made by condominium residents only.
2. Reservations will be accepted on a first come first serve basis and must be made in advance. Please call the condominium office at 244-8144.
3. There will be a charge of \$75.00 for the use of the room for a private party. Condominium sponsored events are exempt from charges.
4. Furniture may not be removed from the room but may be rearranged to serve an individual function. No decorations may be affixed to the walls by tape or tacks.
5. The Association Office should be informed of any plans involving the receipt of deliveries such as caterers, etc., so that proper access may be given.
6. Fire regulations does not permit any group exceeding 50 people.
7. The owner/resident or spouse making the reservation must be present during entire event.
8. Unless special arrangements are made with the office, all guests must vacate the Clubhouse by 10:00 p.m., Sundays through Thursdays, and 11:00 p.m. on Fridays and Saturdays.
9. The Clubhouse may not be used for sales presentations which result in profit for either a member/owner or organization of which a resident is a member.
10. The Clubhouse may not be used as a continued and ongoing location for meetings of an outside organization.
11. Parking. Guests can park on Wheeler Road or in the parking area next to the Clubhouse.
12. Contact the Association Office if you have questions. When leaving, follow the procedure listed here.
  1. Make sure all windows are closed and the dowels in place. Draw the blinds.
  2. Make sure WEST EXIT DOOR is locked.
  3. Make sure all trash has been bagged and that the room is clean.
13. All trash must be removed from the building by the owner/user and taken to their own building's trash room. Bring your own trash bags and cleaning materials.
14. Use shall be denied to any resident whose fee is delinquent by 60 days or more. Delinquency includes failure to pay monthly fees, late penalties and/or special assessments.
15. Complaints from other residents or unusual circumstances arising from the use of the Facilities could affect future use of the Clubhouse.

16. On occasion, Cherokee Maintenance Staff may need to gain access to the office area during your reserved time. Please permit staff to enter and leave easy access to the office door.

#### CLUBHOUSE INVENTORY

10 mesh rolling chairs  
14 Brown Stack Chairs  
9 Card Table Chairs  
4 Upholstered Beige Chairs  
1 Couch  
6 Card Tables  
3 Buffet Tables (96 x 30)  
12 Pictures on the Walls  
Cleaning Supplies

#### CHECK LIST FOR CLUBHOUSE CLEANUP

1. Rubbish collected and removed from premises
2. Restroom left in condition in which it was at the beginning of the party.
3. Appliances, tables and countertop cleaned.
4. Floor clean.
5. Furniture in proper place.
6. Lights and fans turned off.
7. Leave thermostat at 65 degrees in winter and/or 80 degrees in summer.
8. Remove all personal property.
9. Lock windows and place dowel rods in tracks. Close vertical blinds.
10. Lock doors.

#### Amenities

Refrigerator  
Microwave  
Sink