

Alcoholic beverages, smoking and animals or pets are not permitted in the clubhouse or clubhouse grounds.

General Rules and Regulations – KVTA Clubhouse

- The clubhouse facilities are for the use of KVTA Members/Tenants and their guests.
- Any Member may delegate their right of enjoyment of the clubhouse facilities to their tenants/renters residing on their property by submitting a *Tenant Release* form. The rights and privileges of such tenant are subject to suspension to the same extent as those of the Member.
- During any period in which a Member is in arrears in the payment of monthly dues or a special assessment levied by the Association, the right to use may be suspended by the Board of Directors until dues or assessments are paid.
- For violation by the homeowner(s) or their guests of any rules and regulations governing the use of the clubhouse facilities, the privilege of use by a Member or Tenant may be suspended for a period to be determined by the Board of Directors.
- The homeowner or tenant must be present for the entire time the clubhouse facilities are in use. Minor children must be accompanied by an adult at all times.
- The clubhouse facilities must be vacated no later than 10:00 p.m.
- The clubhouse cannot be used for money-raising or business-related purposes by any individual or organization other than the Association. No political, religious, commercial or outside organization is permitted to use the clubhouse facilities, even though a homeowner/tenant is a member of the organization.
- The maximum number of people allowed in the clubhouse is **30** (determined by Fire Marshal.) **If COVID social distancing requirements are still in-place as required by governing health officials, this number may be reduced by 50% and each attending adult must sign a COVID-19 Waiver.**
- Outdoor gas barbecue equipment use is restricted to the concrete area in front (east side) of the clubhouse only. (Not inside the fenced pool area or on the wooden deck.)
- All doors should remain closed when the air conditioner or heat is on.
- The homeowner/tenant is responsible for the conduct of his/her guests and proper behavior to prevent damage and excessive noise.
- Any resident of KVTA may enter the clubhouse during a gathering if there is any indication that rules and regulations are being violated.
- Please note: Invisible window film has been applied to all clubhouse windows. Please **do not tape anything to the windows or tack or nail items on the walls, doors or woodwork.** Damaging these surfaces may result in the forfeit of your security deposit including the cost of repairs.

Clubhouse Reservation Procedure

1. Call the clubhouse committee volunteer listed in the KVTA *Back Gate* newsletter for reservations. Download copies of the reservation form and the clubhouse rules from the KVTA website under the clubhouse link or request forms from the volunteer. Deposit your application into the Association's black box by the bulletin board along with a check for the security deposit.
2. If you are a renter/tenant, the Association must have a *Tenant Release Form* on file signed by the homeowner delegating their right of use of the facilities to the tenant. This form is also available on the KVTA website under the Clubhouse link.
3. Reservations may be made up to a maximum of six (6) months in advance. A reservation is not confirmed until a security deposit and the signed Clubhouse Reservation Agreement have been received.
4. A **security deposit of \$300 is required** payable to Knolls Village Townhouse Association. The security deposit may be retained by the Association as part payment for any expense for cleaning, damage and/or loss to the Association's property. If the deposit is not sufficient to cover the fair value of such cleaning and property, the homeowner will be responsible to reimburse the Association for any additional expense as determined by the Board of Directors.
5. The clubhouse access key is released to the homeowner/tenant on the day of use only and not in advance.

The Security Deposit will be returned when 1) the clubhouse key has been returned within 2 hours after a daytime reservation, or no later than 9:00 a.m. the following day and 2) the clubhouse and grounds are inspected for damage or loss by a member of the clubhouse committee and found to be in clean and acceptable condition.

Clean-up of Clubhouse Facilities

- Users must supply their own towels, paper towels, napkins, dishcloths, dishes, silverware, napkins, cups, ice, etc.
- Remove all trash (inside and outside) to personal residence for disposal. Do not leave trash in clubhouse.
- Clean all clubhouse areas: tables, bathroom, kitchen, sinks, appliances, mop floors and vacuum carpet, etc. (There are cleaning supplies and a vacuum available for use.)
- Return all furniture to its original location.
- Set thermostat to 60 degrees (winter heat) or turn off fans and summer air conditioning units. Leave remote controls for A/C in the clubhouse.
- Leave refrigerator turned on with door closed.
- Turn off stove burners and oven.
- Turn off all inside lights.
- Lock all doors before leaving.

Use of the KVTA Clubhouse is a privilege granted to residents and their guests.

Please consider your neighbors who volunteer their time to make this facility available by leaving the clubhouse clean and as you found it. Thank you.