

**Knolls Village Townhouse Association (KVTA)**  
2701 E. Geddes Place · Centennial, CO 80122 · [www.knollsvillage.com](http://www.knollsvillage.com)  
**Clubhouse Rules, Regulations, and User Agreement**

## **I. Introduction**

The Knolls Village Townhouse Association (KVTA) welcomes you to the community clubhouse. This document outlines the rules, responsibilities, and procedures for use of the facility.

- **Pages 1–3:** General rules, reservation procedures, and responsibilities.
- **Page 4:** Clubhouse User Agreement (must be signed and returned with \$300 security deposit).

Use of the clubhouse is a **privilege** granted to residents and their guests. All users are expected to maintain a safe, respectful, and clean environment.

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## **II. General Rules and Regulations**

### **1. Eligibility**

- Use of the clubhouse is restricted to KVTA members/tenants and their guests.
- Members may delegate clubhouse rights to tenants via a signed **Tenant Release Form**.
- Privileges may be suspended by the Board of Directors for:
  - Delinquent dues/assessments.
  - Violation of rules by members, tenants, or guests.

### **2. Supervision & Conduct**

- Homeowner/ tenant must remain present for the duration of use.
- Minor children must be supervised by an adult.
- The homeowner/tenant is responsible for guest behavior.

### **3. Facility Use Restrictions**

- Hours: Clubhouse must be vacated by **10:00 p.m.**
- Maximum capacity: **30 persons** (per Fire Marshal).
- Prohibited: Alcohol, smoking, pets, commercial/business use, political/religious activities.
- Outdoor gas grills may only be used on the **east concrete area** (not in the pool area or on decks).

- No taping, tacking, or nailing items on windows, doors, or walls.

#### 4. **Noise & Inspections**

- Users must avoid excessive noise.
  - KVTA residents may enter during an event if rule violations are suspected.
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### **III. Reservation Procedures**

1. Contact the **Clubhouse Committee volunteer** (listed in the KVTA Back Gate Newsletter).
  2. Submit:
    - Reservation form.
    - \$300 security deposit (payable to KVTA).
    - Tenant Release Form (if applicable).
  3. Reservations may be made up to **6 months in advance**.
  4. Access key is released **on the day of use only**.
  5. Deposit will be refunded upon:
    - Timely return of key.
    - Satisfactory inspection by committee member.
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### **IV. User Responsibilities & Clean-Up Requirements**

Users agree to:

1. Provide all personal supplies (towels, dishes, napkins, cups, silverware, etc.).
2. Remove **all trash** (inside and outside) to personal residence.
3. Clean all areas used:
  - Tables, counters, sinks, appliances.
  - Bathroom (toilet, sink, mirror, floor).
  - Floors (mop/vacuum).
  - Spills (including carpet).
4. Return furniture to original positions.

5. Reset facility:

- Thermostat to **60°F in winter**; turn off A/C in summer and leave remotes.
- Leave refrigerator **ON** with door closed.
- Turn off stove/ oven, lights, and fans.
- Close shades and lock doors.

Failure to comply may result in loss of deposit and additional charges.

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## V. Liability & Waiver

- Use of the clubhouse is **at the user's own risk**.
  - KVTA is not liable for personal injury or property damage.
  - If public health requirements (e.g., COVID-19 protocols) are in effect, users must comply and provide signed waivers if requested.
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## VI. Pool Gazebo (Seasonal Use)

- May be reserved separately for gatherings of up to **15 people**.
- Cannot be reserved concurrently with the clubhouse.

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**Clubhouse User Agreement**

Name: \_\_\_\_\_

Date of Reservation: \_\_\_\_\_ Time: \_\_\_\_\_

I acknowledge that I have read and understand the KVTa Clubhouse Rules and Regulations on pages 1-3 of this document and I agree to abide by all requirements therein. I further understand that my reservation is not confirmed until both the signed Clubhouse Use Agreement and the required security deposit have been received by KVTa.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Homeowner: \_\_\_\_\_ Tenant: \_\_\_\_\_

*(Tenant Release form provided on [knollsvillage.com](http://knollsvillage.com) is required if the user is a tenant.)*

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

The use of the Clubhouse is a privilege extended by KVTa to Knolls Village residents and their guests for their convenience and enjoyment. We ask that you respect this shared space and the neighbors who volunteer their time to maintain it by leaving the Clubhouse clean, orderly, and in the same condition in which you found it.

Thank you for your cooperation.

*Please do not write below this line.*

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☐ I hereby acknowledge the following damage and/or loss to the property, or personal injury at the Clubhouse on \_\_\_\_\_ as described on the reverse side.

☐ I hereby acknowledge that no damage/injury occurred at the Clubhouse on \_\_\_\_\_ and I have returned the deposit check to the user of the Clubhouse.

Signature of Clubhouse Committee Member: \_\_\_\_\_

Date \_\_\_\_\_