

## VILLAGES OF MORNINGSIDE 1 HOMEOWNERS ASSOCIATION

### POLICIES

#### CLUBHOUSE USE

The Villages of Morningside I Clubhouse is to be used for functions open to all members of the Villages of Morningside 1 community, rentals to individual Morningside 1 members, and business matters of its HOA. Only homeowners/residents of the Villages of Morningside1 are permitted to reserve the facility for private use and the owner/resident must be in attendance during the time of its use. There is to be NO outside or commercial rentals. \*Any exceptions require approval of the Board of Managers

At the time the reservation is made, a Reservation and Use Fee is required. Following are the present charges; however, this is subject to change. 1 to 40 attendees \$35.00; 41 to 70 attendees \$55.00 and 71 to 100 attendees \$80.00. **CLUBHOUSE CAPACITY IS 100.** A Security Deposit of \$135 is also required. TWO separate checks are requested for the Fee and Security Deposit, both checks should be made payable to Villages of Morningside 1. The deposit will be refunded if the facility is clean and undamaged after use. The Clubhouse Reservation Form and Hold Harmless Agreement must be signed when reserving the Clubhouse. This is to protect the Association and the owner/resident making the reservation. The Checklist must be completed following the use of the facility and signed again by the owner/resident making the reservation or his/her designee. The reservation coordinator will make an inspection, and, if all is found in satisfactory condition, the security deposit check will be refunded. Should cleaning or repairs be necessary which exceeds the amount of the deposit, the owner/resident reserving the Clubhouse will be billed for any additional cost incurred. The reservation and use fee will be refunded if the reservation is cancelled before the date for which the facility is reserved. ANY EXCEPTIONS REQUIRES APPROVAL OF THE BOARD OF MANAGERS. *No fees are required for functions sponsored by the Board of Managers, community social events, or events sponsored by individual owner/residents of units that are open to all owner/residents of the Villages of Morningside 1.* \*When no fee is charged, ALL paper, food, and drink containers MUST be removed including restroom paper products. Should these conditions not be met, a fee will be incurred.

An additional reservation fee will be charged when the Clubhouse's china is used. Rental of the 48-piece china set, glasses, and silverware is \$15.00 with the owner/resident responsible for washing and returning it to the storage space AND replacing any broken pieces. If the dishwasher is used, **stay with it throughout the entire cycle!** If the Clubhouse's tablecloths are used, they must be laundered and replaced on hangers in the closet. If not laundered, the owner/resident reserving the facility shall pay the laundry charges to have the tablecloths laundered plus a \$25.00 fee.

**The Clubhouse is a smoke-free facility.** No type of open flames will be permitted in any part of the Clubhouse. \*Small candles on cakes are the exception. Smoking is permitted only outside the facility, and discarded materials MUST be placed in appropriate containers. Entry into the Clubhouse from the pool area in wet attire is not allowed. No boisterous, rowdy, noisy or unruly conduct is permitted. RESERVATION OF THE CLUBHOUSE DOES NOT INCLUDE THE EXCLUSIVE USE OF THE POOL. Decorations are limited to the interior of the Clubhouse and shall not be attached by nails, staples, tape or any other materials that will damage the facility.

There is a reservation coordinator and a Board member assigned to the Clubhouse. If these people are not known to you, please contact a current Board member for their names and phone numbers These people must be consulted before your concerns can be addressed. The current property management company may also be contacted with your questions.

September 2019

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**CLUBHOUSE RESERVATION FORM AND HOLD-HARMLESS AGREEMENT**

THE CLUBHOUSE WILL NOT BE CONSIDERED "RESERVED" UNTIL THIS FORM HAS BEEN COMPLETED AND  
RESERVATION AND USE FEE AND SECURITY DEPOSITS HAVE BEEN RECEIVED BY THE RESERVATION COORDINATOR.

Resident Name: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Telephone: (Home): \_\_\_\_\_ CELL \_\_\_\_\_

Date Reserved \_\_\_\_\_ Time: Start \_\_\_\_\_ End: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Event open to Association: Yes \_\_\_\_\_ No \_\_\_\_\_

Number of occupants expected: 1 to 40 41 to 70 71 to 100 (Circle One)

Amount of Reservation fee collected: \$35 \$55 \$80

The key to the Clubhouse and the China Closet (if reserved) will be issued the day of event. Prior arrangements may be made to get the key for set-up the day before, depending upon Clubhouse availability.

AGREEMENT

The undersigned applicant agrees to forever release, discharge and hold harmless the Villages of Morningside1 Homeowners Association, it Managers, employees, contractors, and agents from any and all claims, demands, liabilities and actions, including all costs and reasonable attorney fees, which may be sustained or incurred by the applicant and/or his/her guests or others during the time of applicant's use of the Clubhouse. I acknowledge that I am responsible for my actions and those of my guests, family, and others who have access to the Clubhouse during the time of my reservation. **If alcoholic beverages are served, I acknowledge that I am aware of the Tennessee "social host liability" laws and agree that the Villages of Morningside 1 will not be responsible for injuries sustained or caused by a person who has consumed alcoholic beverages on these premises.**

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

**Make checks to Villages of Morningside 1 HOA**

Reservation and Use Fee Received by \_\_\_\_\_ Date \_\_\_\_\_

\$135 Security Deposit Received by \_\_\_\_\_ Date \_\_\_\_\_

Clubhouse checked and deposit check returned or shredded \_\_\_\_\_ Date \_\_\_\_\_

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CLUBHOUSE CHECKLIST

***Please complete the following checklist and return along with the Clubhouse key to Clubhouse Coordinator.***

\_\_\_\_ Do not leave any of your leftovers – food, paper products, cleaning products, ice, decorating extras, etc.  
**Remove everything you brought in.**

\_\_\_\_ Do NOT use fireplace

\_\_\_\_ Sweep and spot clean kitchen and bathroom floors as needed (broom and mops in kitchen closet)

\_\_\_\_ Check that bathroom tissue and paper towels are in holders (supplies in hall closet)

\_\_\_\_ Clean kitchen counter surfaces.

\_\_\_\_ Bag **ALL** trash & place in trash cans outside the back entrance of the clubhouse.

\_\_\_\_ Put clean plastic trash bags in both cans in kitchen (bags in the kitchen closet)

\_\_\_\_ Vacuum carpet (vacuum in hall closet) \* **Please note, if there is a spill on the carpet, you are responsible for cleaning. If you cannot remove stain, you will be responsible for professional carpet cleaning.**

\_\_\_\_ Clear all tabletops/furniture of food particles and watermarks

\_\_\_\_ Clean up any debris on the front walk and patio area

\_\_\_\_ Return furniture (indoor & outdoor) to original arrangement (consider taking a photo before moving anything)

\_\_\_\_ Wash and return china to locked pantry; replace and report any damage (if china is rented) –  
***(PLEASE NOTE: IF YOU USE DISHWASHER TO WASH THE CHINA, YOU MUST STAY UNTIL DISHWASHER HAS COMPLETED THE ENTIRE WASH CYCLE AND RETURN THE DISHES APPROPRIATELY.)***

\_\_\_\_ Check to ensure **ALL** doors are closed and **locked; close drapes**

\_\_\_\_ Return thermostats to posted temperature

***(If you change the thermostat in the living room, please change the one in the hallway near the library. And then be sure to put them back on the suggested temperature).***

\_\_\_\_ Turn off all lights, inside and out.

\_\_\_\_ Lock Clubhouse and Return Clubhouse key and Checklist to Reservation Coordinator

***The Clubhouse must be left ready for the next rental. If you fail to comply with the above, your \$135 deposit check WILL NOT be returned. It will be used to hire someone to come in and clean.***

\_\_\_\_ **Inspection completed**

**Deposit check returned: Yes \_\_\_\_\_ No \_\_\_\_\_**

\_\_\_\_\_  
Signature of applicant/homeowner/resident

\_\_\_\_\_  
Signature of Reservation Coordinator

Date \_\_\_\_\_

Date \_\_\_\_\_