

Guidelines for Use of The Falls Clubhouse

1. The Falls Clubhouse is intended for the exclusive use and enjoyment of all members of The Falls Owners' Association (TFOA) and reserving it is a privilege of ownership. Use of the clubhouse by the Project Declarant, currently C Corp, Inc., is permitted under the "Declaration Annexing The Falls Clubhouse to the Ridge at Eagle Crest." Recital 6 –USE OF THE FALLS CLUBHOUSE BY PROJECT DECLARANT, dated January 13, 2003. Normal operating hours shall be from 8:00 am until 11:00pm daily, excluding use of the exercise room.
2. The Clubhouse is not available for: outside fundraising purposes, i.e., charitable organizations, politically-oriented activities or commercial transactions that involve profit-making.
3. The Falls Clubhouse may be reserved for the following functions:
 - a. Functions open to all of The Falls residents (Invited guests are permitted at Social Committee functions, subject to the condition that a deadline is set for Falls residents to get their names on a list before opening reservations to guests.);
 - b. Private family-only functions which may include non-family members;
 - c. Private non-family functions given by Falls homeowners for their invited guests; and
 - d. Homeowner-initiated functions, open to all residents, that require:
 - 1) fees for materials/supplies that may be used, and/or
 - 2) payment to individuals providing instructional services or field of expertise.
4. The Clubhouse is not available for reservation on the following holidays: New Year's Eve, Valentine's Day, 4th of July, Thanksgiving Day, Christmas Day, Halloween, and Super Bowl Sunday. This also includes the day immediately before and after. If no function is scheduled seven (7) days prior to the listed day, the clubhouse may be reserved.
5. A usage fee will be charged for all private parties. There is no usage fee charged for "All Falls" functions. The usage fees are listed on the attached usage fee schedule. A non-refundable cleaning fee will be charged for functions that include 50 people or more. For functions with fewer than 50 people, the homeowner may:
 - a. pay the \$95.00 cleaning fee to hire the cleaning company, or
 - b. do all cleaning him/herself.
6. Non-TFOA members may not reserve the Clubhouse. Future Falls homeowners whose home is under construction are welcome and encouraged to attend all Falls functions, but they cannot reserve the clubhouse.
7. The Clubhouse is a non-smoking facility, with no exceptions.
8. Contact the Falls Reservation Committee to request a reservation for any function. All such requests must be in writing, using the "Falls Clubhouse Reservation Agreement" form. The Communication Committee will maintain a Reservation/Events Calendar, which will be listed in the Falls monthly newsletter. TFOA functions preempt any private usage. The Reservation Committee will forward all complaints and appeals regarding these guidelines to the Project Declarant – Chuck Koon or his designated representative. An appeal form is available from the Reservation Committee.

9. No one under the age of 16 is allowed to use the Clubhouse exercise room.
10. Furniture and equipment may not be borrowed or removed from the Clubhouse. Furniture that is moved must be returned to its original location.
11. Disclosing the entry combination to any non-TFOA member is not allowed.
12. A TFOA member must host and be present at each Clubhouse function. The member is also to be present during all preparation/clean-up and walk-throughs prior and following the function. The only exception to this guideline is in the case of a memorial service. In that event, the homeowner may designate a representative in writing to the Reservation Committee.
13. No fee will be charged to Falls owners' groups which meet on a regular basis. HOWEVER, CHAIRPERSONS OF ALL GROUPS WHICH USE THE CLUBHOUSE WILL BE RESPONSIBLE TO SEE THAT THE FACILITIES ARE THOROUGHLY CLEANED AFTER EACH USE. Chairpersons of these groups are responsible for clean-up and security, lights being turned off, as well as the locking of all doors. Any costs for damage or clean-up will be assessed to the responsible party or parties.
14. The great room, kitchen, craft room, card room, and patio areas are available by written request for private functions. The office and exercise rooms are OFF LIMITS during these functions. All guests must be restricted to the area actually applied for by the host on the reservation form, with the exception of the restrooms. When children are included among the guests, it is the responsibility of the host to see that they are directly supervised and restricted to the area(s) occupied by adults and specified in the application.
15. The fax and copy machines are for official clubhouse-related business only.
16. The private use of the Clubhouse is limited to two (2) uses per household in a 12-month period unless otherwise approved by the Project Declarant.
17. The host is financially responsible for any damage to the Clubhouse property. Clean-up includes all items listed on the current "Falls Clubhouse Clean-up Checklist". The exceptions are any items cleaned by the cleaning company as a result of the payment of a cleaning fee. These items will be indicated on the checklist by a member of the Reservation Committee prior to the function.

Clubhouse Usage Charges

Function	Fee
A. Functions open to all TFOA members	No fee
B. All other functions	Per fee schedule

Cleaning Fee -

\$95.00 (effective 01/01/2007) – for private parties of 50 or more persons

For functions with fewer than 50 people, the homeowner may:

1. pay the \$95.00 cleaning fee to hire the cleaning company, or
2. do all cleaning him/herself.

Usage Fee -

\$1.00 per person (as estimated at time of reservation request)

The above fees must be paid at the time of the reservation.
All checks should be made payable to "The Falls Owners Association".

The Falls Clubhouse Reservation Agreement

Name: _____ Date of Function: _____

Phone: _____ Purpose: _____

E-mail: _____

Times:

Set-up - _____

Event - _____

Clean-up - _____

Area(s) to be reserved

- Great Room**
 Card Room
 Craft Room
 Kitchen
 Patio Areas

Applicable Fee(s)

- Non-refundable cleaning fee of \$95.00** (50 or more people)

This fee is due at the time of the reservation. The check must be made payable to "The Falls Owners Association".

- Optional cleaning fee of \$95.00** (Fewer than 50 people)
 (See item #5 of "Guidelines for Use of The Falls Clubhouse".)

This fee is due at the time of the reservation. The check must be made payable to "The Falls Owners Association".

- Usage fee of \$1.00 per person** (excluding "All Falls" parties/events)

\$1.00 X _____ persons = _____

This fee is due at the time of the reservation. The check must be made payable to "The Falls Owners Association".

I have received copies of the "Guidelines for Use of the Falls Clubhouse", "The Falls Clean-up Checklist", and "The Falls Clubhouse Information". I have read them and agree to comply with their terms.

Signed: _____ **Date:** _____
(Responsible Party)

Approved by: _____ **Date:** _____
(Reservation Committee Member)