



FAIRWAY VILLAGE HOMEOWNERS ASSOCIATION

Policy: #501.24

Title: Clubhouse/Facility Use

Rescissions of Policy:

This policy rescinds and supersedes all policies/motions approved on this subject prior to 3/13/2024. This policy incorporates the Clubhouse Room Reservation Request, Facilities Rental Agreement, Terms of Facilities Use Agreement, and Event Cleaning Checklist for use of the Clubhouse by residents and their guests. These forms may be updated or changed without revising, amending, or rescinding the policy. This policy excludes swimming pool use or golf course activities as these are covered in other FVHA Policies.

Purpose: *This policy aims to define the process for reserving shared space in the Clubhouse and defray associated costs.*

Definitions:

Clubs and/or Interest Groups:

- A Club and or Interest Group is defined as any recurring meeting of residents, usually but not exclusively, for recreational purposes.

Types of Clubs:

- “Open” to all residents who wish to participate.
- “Closed” which are restricted to Homeowner participation by invitation only Closed Clubs will be assessed a \$25.00 annual user fee or in-kind donation.

Special Events:

- Special Events are non-recurring gatherings whether they include all residents or residents and guests.
- Special Events that are Open to all Villagers are not charged room rental fees.
- Board Sanctioned Special Events may be re-occurring events such as neighborhood block parties which will not be subject to rental fees and deposits.
- Special Events that are Not Open to all Villagers are subject to applicable rental fees and deposits.
- Staff does not provide set-up or teardown for special events.
- Event organizers are responsible for setup and returning the room to ready condition for the next user.

Terms of Use - General

A. The Clubhouse is for the exclusive use of homeowners or associate members and their guests and is

not available for use by or rental to the general public.

- B. Guests are allowed only when accompanied by a current Homeowner or associate Homeowner. Fobs or other access devices are not to be loaned out to any guest.
- C. No business use allowed: homeowners may not use the clubhouse to conduct business, such as meeting with potential clients, soliciting business, selling products or merchandise, excluding exercise, music, and dance activities. The Board of Directors is authorized to grant waivers or variances.
- D. Association Responsibility and Liability: FVHA does not accept any legal responsibility for loss, damage, or theft of equipment or articles owned by homeowners or their guests or for injury during private parties.
- E. Rules: All rules (including posted signs) must be observed.
- F. Exercise, Billiards and Ping Pong Equipment: All equipment in the exercise area(s), Billiards/Ping Pong room is operated at the risk of the user. FVHA accepts no liability for misuse or for injuries sustained while operating such equipment. No one under the age of 18 may use the equipment in the exercise rooms. Exceptions may be made by office staff in the event of unusual circumstances (such as a guest providing temporary care to a resident).
- G. Costs associated with any damages to FHOA equipment, furniture, flooring, etc., by a resident or a guest is the resident's or the sponsoring resident's responsibility.
- H. homeowners may reserve rooms for religious or political groups or organizations however, groups may not use the clubhouse for solicitation.

Scheduling conflicts are resolved based on priority and space allocation:

- Fairway Village Board of Directors
- Fairway View Condominium Board of Directors
- FVHA Board authorized Committees
- Registered FV Clubs
- Private and/or closed Clubs
- Recurring events will be considered when scheduling one-time events
- One-time event

Terms of Use - Clubs

Annual Club Registration:

- Each club will fill out a *Club Registration Form* in December and request room availability for the coming year.
- Required Information: club contact, description of the club, frequency of meetings, storage requirements, approximate size of room needed for meeting, and limitations on homeownership participation if applicable.

Club Storage:

- Clubs will be allotted storage space for materials needed for their activity if available
- Requests for new or expanded storage or any controversy about storage will be passed on to the Clubhouse Committee and the Board of Directors
- Storage areas should not be locked without the approval of the Clubhouse Committee.

Club Reservations:

- Only homeowners can make room reservations.
- Non-resident homeowners may not reserve rooms on behalf of their club or group.
- Reservations are on first-come/first-served basis.

Scheduling – Reservations – Deposits – Payments**Scheduling:**

- In-person scheduling is available on weekdays from 9:00 a.m. to 3:00 p.m., excluding holidays.
- Homeowner(s) should complete the Clubhouse Room Reservation Request form on the website prior to completing the process in person.
- The Administrative Assistant is responsible for scheduling all clubhouse activities.

Reservations, Fees and Payments:

- Reservations become effective when payment is received.
- All fees will be paid in advance.
- Payment can be made by check or by credit card.
- Payment must be made by the sponsoring homeowner.
- Current Fairway Village residents are eligible for memorial services with no rental fee.
- Cancellations: \$25.00 cancellation fee will be charged with less than 48 hours' notice of cancellation. Exceptions to this fee will be determined on a case-by-case basis and be applied in extenuating circumstances.
- Cleaning Services can be ordered through the office for \$30/hr. with a 3-hour minimum.

Rental Rates:

- Arts & Crafts (\$35/hour) +\$100 Proper-Use Deposit
- Atrium (\$35/hr.) + \$100 Proper-Use Deposit
- Mt. Hood/Cascade - next to library no kitchen service (\$20 /hr.) with (2 hour minimum) +\$100 Proper-Use Deposit
- Ballroom, St. Helens, Columbia, Kitchen \$75.00 /hr. (with 4 hour minimum) + \$500.00 Proper-Use Deposit
- St. Helens, Columbia, Kitchen (\$35 /hr.) with (2 hour minimum) +\$100 Proper-Use Deposit
- Vancouver Room (\$25.00/hr.) + \$100 Proper-Use Deposit

Damage/Proper-Use Deposits:

- The sponsoring homeowner is responsible for all damages, expenses, and loss, including theft and FVHA property loss, caused by any person who attends, participates in, or provides goods and services connected with the homeowners' use of the facility and all tangible property.
- Proper Use Deposit will be refunded if/after:
 - No damage occurred during the event and no usage rules were broken.
 - The sponsoring homeowner has completed the items on the Event Cleaning Checklist.

- Deposits may be forfeited in part or in full if damage occurred, if complaints about noise were received, if guests use lower-level rooms or the pool, or if other usage rules were broken.
 - Additional fees may be incurred if damage exceeds the amount of the deposit.

Catered Events:

- Caterers are responsible for providing a copy of their business permit and Certificate of Insurance at least (1) week in advance: – email certificates to: dani.lacki@ourfairwayvillage.org.
- The caterer must comply with the rules and regulations of the State Board of Health.
- Missing or damaged equipment will be deducted from Homeowner’s deposit.
- Liquor Service: The intention of serving or selling alcoholic beverages is to be stated when a reservation is made and will be noted on the Homeowners Room Reservation Form or Facilities Rental Agreement.
- Alcohol service must comply with the laws and regulations of the State of Washington.

Homeowners should address any questions about this policy to the EVHA Board of Directors.

3/13/2024

X Lynn V. Williams

Lynn williams
President

X Jan Wyninger

Jan Wyninger
Secretary

Signature: *Lynn V. Williams*
Lynn V. Williams (Mar 14, 2024 20:55 PDT)

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Signature: *Jan Wyninger*
Jan Wyninger (Mar 14, 2024 13:42 PDT)

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Policy #501.24 Clubhouse - Facility Use

Final Audit Report

2024-03-15

Created:	2024-03-14
By:	Judy Hooper (judy.hooper@ourfairwayvillage.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAzR2H0FdKCzgZnYjCFW-phq83Tj9xAZTs

"Policy #501.24 Clubhouse - Facility Use" History

-  Document created by Judy Hooper (judy.hooper@ourfairwayvillage.org)
2024-03-14 - 5:15:24 PM GMT- IP address: 67.170.133.123
-  Document emailed to fvhoalwilliams@gmail.com for signature
2024-03-14 - 5:15:29 PM GMT
-  Document emailed to fvhoajwyninger@gmail.com for signature
2024-03-14 - 5:15:30 PM GMT
-  Email viewed by fvhoajwyninger@gmail.com
2024-03-14 - 8:41:35 PM GMT- IP address: 73.25.221.220
-  Signer fvhoajwyninger@gmail.com entered name at signing as Jan Wyninger
2024-03-14 - 8:41:59 PM GMT- IP address: 73.25.221.220
-  Document e-signed by Jan Wyninger (fvhoajwyninger@gmail.com)
Signature Date: 2024-03-14 - 8:42:01 PM GMT - Time Source: server- IP address: 73.25.221.220
-  Email viewed by fvhoalwilliams@gmail.com
2024-03-15 - 3:54:51 AM GMT- IP address: 34.219.240.183
-  Signer fvhoalwilliams@gmail.com entered name at signing as Lynn V. Williams
2024-03-15 - 3:55:31 AM GMT- IP address: 34.219.240.183
-  Document e-signed by Lynn V. Williams (fvhoalwilliams@gmail.com)
Signature Date: 2024-03-15 - 3:55:33 AM GMT - Time Source: server- IP address: 34.219.240.183
-  Agreement completed.
2024-03-15 - 3:55:33 AM GMT