

Room Rental Policy

The following list contains General Conditions for room rentals.

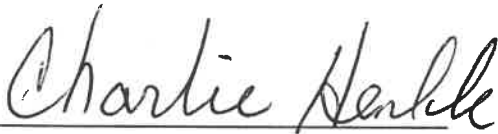
1. Both Residents and Non Residents will be required to have a contract, a copy of the room default setup, and a condition of room usage list. These conditions will apply to all regular scheduled events taking place in the Clubhouse. Events that occur weekly, monthly, or several times during the year will receive a copy of the room rental/default set-up at the beginning of the year.
2. Each person/group will be required to provide the name of the person in charge of the function and their Club Number at the issue of the contract.
3. It will be the responsibility of the person to whom the contract was issued to return all equipment and sign off on the room at completion of the function. If the standard room configuration is used it will not require a sign off, however each user should check the room to be sure that all items are correct when they enter or run the risk of being charged if there is a problem. Any damage or missing equipment will be charged to the responsible person on the contract.
4. No equipment will be permitted to be removed from the default/or special set-up for the room without approval of the Community Events Director/Maintenance Engineer. It will be noted on the contract.
5. Furniture cannot be removed from any room without written approval from the HR Board.
6. Food and beverages are not allowed in the Library at any time, the one exception being Formal Dining.
7. The Library will be locked at all times and a pass key will be required. This room will not be scheduled for meeting use, the exceptions being for the Library Committee and the HR Book Club.
8. Members and guests using the pools are required to have normal dry clothing on when entering the interior clubhouse area. Bathrooms are available at the pools; however caution should be used when walking on the tiled floors. At no time should swimmers wearing wet/damp bathing suits sit on any furniture other than that provided in the locker rooms.
9. Chairs and tables in the Arts and Crafts room should be covered prior to painting classes or programs that may lead to stains of any kind.
10. All EXITS are to be kept clear of materials at all times. This includes the stairways exiting the stage both front and back.
11. Pianos are provided for musical enjoyment and are not to be used for storage of empty glasses or displaying material such as radios, etc. Pianos are to be moved by approved HR Staff only.



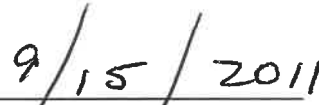
12. All accessories (including, but not limited, to lamps, floral arrangements, throw pillows, etc.) must remain in their original room at all times unless prior permission has been received from the Board of Directors.
13. All furnishings including chairs, tables, carpet, hardwood, and tile should be covered anywhere in the Clubhouse when classes, demonstrations, or activities occur that may involve staining on any surface (i.e. Kids Camp, Art Classes, Sign Painting)
14. Chairs with castors are not permitted in either side of the Ballroom or on the stage area.
15. When accidental spills or soiling occurs anywhere in the Clubhouse, immediately notify the Maintenance staff, Catering Director, or F&B Manager on duty.
16. All furniture/equipment/moving dollies owned by HR residents, vendors, or renters must be approved by the Maintenance Manager before being used within the Clubhouse.

Originally Approved by the Heritage Ranch HOA Board of Directors on December 16, 2010 as part of the Clubhouse Usage & Maintenance Procedure.

Version A approved by the Heritage Ranch HOA Board of Directors September 15, 2011.



Charlie Henkle, President



Date