



## Clubhouse Reservation Rules

The clubhouse is the only facility on the premises that can be reserved by a member. To reserve the clubhouse for personal use, a member must have a full year of membership on record and must present their request **in person** at the November planning meeting or a regularly scheduled board meeting.

- When the clubhouse is reserved, the ranges remain open.
- You have your own personal gate code to open the gate. You will need to put some type of signage on the gate that the clubhouse is in use so that other members do not come in and close the gate behind them. **DO NOT SHARE** your personal code with anyone else. Should they use it after your event, you will be held responsible for any damage and could lose your membership.
- Supplies will not be brought in until the day prior to your event. **GLITTER IS NOT ALLOWED INSIDE THE CLUBHOUSE AT ANY TIME.**
- Dispose of all garbage in designated containers. Garbage containers in the clubhouse must be emptied and the bag liner replaced. Bag liners are under the counter for your use. Bags of garbage must be placed in the dumpsters. Please ensure the lids to the dumpsters are closed.
- Please do not leave extra food in the refrigerator or extra pots, pans and utensils for the club's use. If you brought it, take it home with you.
- Campfires are permitted only in the designated fire ring areas and must be extinguished completely prior to being left unattended.
- Discard of cigarette butts only in designated containers.
- The furnace and cooking stove are to be used only for club functions or for clubhouse reservations.
- There is wood for the wood stove on the porch outside the back door. If you start the stove, please make sure it's out before you leave and the floor is cleaned up.
- Shut off all utilities and lights when you leave the clubhouse. Close all windows, if they were opened.
- The clubhouse will be cleaned after your event on **the same day** of use stated in the reservation. It may be reserved by another member for the following day, so leaving it cleaned up and in order when you depart on the day of your reservation is required. Leave the club better than you found it.
- Anyone caught stealing, vandalizing, or destroying club property will automatically face prosecution, restitution and membership dismissal.
- Anyone using the club must obey the rules and by-laws established by the Board of Directors; failing to do so will result in membership dismissal. (Constitution & By-Laws, Article VII, Section 5, Paragraphs b & c). This means the member responsible for the event will face dismissal, if the person not adhering to the rules was invited by the member.
- After your event, prior to your departure, you must e-mail photos of the clubhouse, kitchen and both patios to 269-579-7257 to ensure Clean-up is complete.

Any questions, please call Cathy at 269-968-0028.

Approved 8/9/2017