

**Carriage Hills Owners Association Rules/Regulations/Policies**  
**Clubhouse Rental Procedure:**

If you wish to reserve the clubhouse, please contact Blue Atlantic Management at 910-392-3130. You will be required to sign the Rental Agreement below. As the agreement states, the use fee is \$75.00 and \$250.00 deposit fee which is returned if no damages are found and the facility is left clean.

**If at any time you find an item that needs repair or replacement at the pool, clubhouse, or Tennis courts, please call BAM so the problem can be addressed.**

**Agreement for Clubhouse/Pool Complex Use**

1. Upon using the Carriage Hills Owners Association Clubhouse/Pool Complex, I hereby agree to follow the attached rules for the Clubhouse/Pool Complex.
2. I hereby reserve the Clubhouse/Pool Complex for use on \_\_\_\_\_ (date)  
**From \_\_\_\_\_ to \_\_\_\_\_ (time).**  
**(Please understand that the time allowed is limited to no more than 8 hours, which includes setup and cleanup time, also stated in #5. Your access key is electronically programmed at BAM for the duration of your request.)**
3. The function to be held is \_\_\_\_\_
4. The number of persons attending the function is \_\_\_\_\_  
(Note: a function within the clubhouse only is restricted to no more than 50 individuals, per the Wilmington Fire Department).
5. The reservations ARE FOR THAT DAY ONLY. Any set-ups and cleanups must be done and completed AT THAT TIME. *FUNTIONS MUST BE CLEANED UP NO LA TER THAN 11PM.*
6. I hereby submit two (2) checks, each made payable to "Carriage Hills Owners Association". One check is in the amount of **\$75.00** which covers the use of the clubhouse/Pool Complex. The second check is in the amount of **\$250.00** and is a refundable security deposit covering any damages or cleaning requirements that may occur as a result of the use of the Clubhouse/Pool Complex. After inspection by the association's appointed agent and the finding of no damages, the \$250.00 will be refunded.
7. I agree, at the conclusion of my function, to remove all bottles, cans, trash and food from the Clubhouse/Pool Complex and place them in the city trash container located outside the clubhouse door. **If the amount of trash is greater than can be held in the city trash container, it MUST be removed from the Clubhouse/Pool Complex completely.**

8. I agree to do no decorating of the Clubhouse/Pool Complex that leaves tape, nail or fasteners on any walls or in any way damages the wall, floors, windows, woodwork or furniture.
9. I agree to be responsible for damage to the facility and its contents.
10. I agree to follow the attached rules for the Clubhouse/Pool Complex and that any violation of these rules subjects me to association fines and possible forfeiture of future use of the association's amenities.
11. I agree to provide my own cleaning supplies and ensure that the clubhouse is thoroughly cleaned before leaving.
12. It will be my responsibility to contact clubhouse inspector to inspect clubhouse prior to my function. If I fail to do so, any *damage* found after function will be my responsibility.

**PLEASE LEAVE THE CLUBHOUSE CLEAN AFTER EACH USE. THE \$50.00 CHARGE IS A USER FEE ONLY AND DOES NOT COVER ANY CLEANING COSTS.**

**I have read and understand and agree to the above conditions.**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

Phone Number \_\_\_\_\_

Please contact Blue Atlantic Management to set up a schedule to inspect the clubhouse before renting. (910-392-3130)

## **CARRIAGE HILLS HOA CLUBHOUSE CLOSING CHECKLIST**

- 1) Set thermostat to 60 degrees in heating system or 80 degrees in cooling system.
- 2) Flush all toilets and be sure all water faucets are OFF.
- 3) Clean up all spills on furniture, glass table tops, floors, oven and stove.
- 4) You must provide your own cleaning supplies.
- 5) All furniture must be set back to original places.
- 6) Check to be sure Range/Oven is OFF. Turn off all lights/fans in clubhouse.
- 7) Ensure that there are NO bottles, cans, trash, or food left in the pool area, restrooms, parking lot, or landscaping.
- 8) Place all trash in plastic trash bags and put trash bags in city containers outside kitchen door. If you have excess trash, you must take it with you!
- 9) Lock all doors to the Clubhouse.
- 10) Make TV Remotes and Fan remotes are left on table.

Home Owner Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

Phone Number \_\_\_\_\_

**Carriage Hills Owners Association Rules/Regulation's/Policies**  
**Clubhouse Rules:**

1. The Clubhouse can only be reserved by Carriage Hills Owners Association members. **The member reserving the clubhouse must be present the entire time the Clubhouse is being used** All guests must follow the same rules and regulations as members. **RESERVATIONS ARE FOR THAT DAY ONLY. Although absentee landlord cannot be present, they must still rent clubhouse for tenants and assume responsibility for damage.**
2. No alcoholic beverages shall be consumed by any person under the age of 21 years in the clubhouse, pool area, tennis courts, or on any other property owned by the Carriage Hills Homeowners Association. Alcohol consumption is governed by state law and the Carriage Hills Homeowners Association assumes no responsibility for monitoring alcohol consumption and will be held harmless for any violations or accidents. Members and guests are expected to comply with state law.
3. Per the Wilmington Fire Marshall, the clubhouse can only be occupied by no more than 50 individuals at any one time.
4. The Association is not responsible for the loss, theft of, or damage to any personal property.
5. **When reserving the facility, the member shall be required to sign an agreement, wherein the member and their guests will agree to abide by all Clubhouse rules.**
6. A fee of \$75.00 will be collected in advance from the member reserving the Clubhouse as a use fee. If you must cancel the reservation, you must give 24 hours prior notice, otherwise the \$75.00 use fee is non-refundable. Also, a security deposit of \$250.00 will be collected at the time the reservations are made and are refundable if no damages are found to the Clubhouse and its contents.
7. Any Carriage Hills Homeowners Association member can use the Clubhouse without a \$75.00 use fee **if only members of the Carriage Hills Homeowners Association are involved** (such as a HOA meeting, or community meeting regarding neighborhood issues), no food is being served and the Clubhouse is left in the same condition that it was found. A reservation must still be made.
8. You may use the microwave and range and bring in crock pots, bun warmers, etc. All grills must remain outside clubhouse area and pool area.
9. The clubhouse may be reserved for functions where the pool is to be used also. However, no member of the Carriage Hills Homeowners Association, whether a guest of the Clubhouse function or not, shall be denied from using the pool during such times.
10. Individuals with **wet bathing suits or towels will not be allowed in the Clubhouse**, as the chlorine will discolor the furniture fabric and rugs.
11. Any damages done to the furniture or contents of the Clubhouse shall be the responsibility of the member renting the Clubhouse.

12. All functions must be completed as to allow the clubhouse to be closed no later than 11 pm.
13. There is NO SMOKING in the clubhouse.
14. NO ANIMALS are allowed in the clubhouse or on the clubhouse/pool property.
15. Clubhouse and Pool are subject to being unavailable during short periods over the course of the year for maintenance or Association functions.
16. Pool Furniture may not be moved to accommodate clubhouse rental. All umbrellas must be closed after each use.
17. Function activities may not spill over to the pool area, e.g. cutting cakes, using tables as servers, etc.