

Glen Master Rules for the Hampton's Club House

For Board Sanctioned Social Activities or Events (Free Use of Club House)

A vote must be held by The Board of Directors on any event or function presented before the board. The vote would determine if the function or event shall be considered a board sanctioned social event or function to be used free of charge. The clubhouse cannot be used for free without prior board approval.

The following process must be followed:

1 – One representative must present the idea and or function to the board and include the following;

- A. Day or days when the clubhouse is being requested
- B. Purpose of use
- C. Estimated number of attendees
- D. Who the event be open to

The board must approve the function as a social function or event.

To be considered for free clubhouse use, the social function or event must be free to all residents (including tenants) of the Hampton's and Glen Condos.

Any activity or event that involves outside guests (individuals that do not reside within the Hampton's or Glen Condos) will not be considered for free clubhouse use unless approved by the board of directors in advanced and the board determines a set fee for all non residents. The fee will be incorporated into the cash funds of the Glen Master association.

2 - If the planned function has the potential of any additional liabilities to the community beyond the scope of our existing policies or has the potential to be considered high risk (such as fitness clubs, exercise clubs etc.) as determined by the board of directors, the group and or group leader must provide an insurance rider that is valid during the period of time of use and must list the type of activity that is covered. The insurance policy must have a minimum general liability of no less than \$1,000,000 dollars and a minimum medical coverage per individual of no less than \$10,000.

-Note- In lieu of the \$10,000 minimum medical coverage, organizers may obtain a policy with only \$2,500 minimum medical coverage if, each and every participant signs a release of liability form. This form will be provided upon request. A copy of the required insurance rider(s) and any related release of liability forms must be kept on file at office of the Property Manager.

3 – If the social function is approved by the board of directors then a board member or representative will update the bulletin board outside the clubhouse and the online community calendar (available on the Hampton's web site www.hamptonstateagletrace.net). It shall list the activity as a social activity free and open to all members of the Hampton's and Glen Master community and days/dates/time/place.

4 - Reservations must still be made (no more than two weeks prior) and keys must be picked up at the property manager's office. The group leader must provide a \$150.00 security deposit. This deposit will not be cashed but will remain on file at the Property Management office. Check date must be left blank or a new check must be provided monthly. This must be done prior to any scheduled reservations.

5 - Board and or emergency/special functions take precedence over any board sanctioned social function or event.

Individual Use (Any Non Board Sanctioned Activity or Event)

1. Any resident of the Hampton's (rental tenants excluded) shall have the right to rent the clubhouse for their private use. The fee for such rentals will be \$20 per use. This fee is non refundable.
2. To rent the clubhouse, the resident must reserve the clubhouse through the property management office and state the reason for rental. Reservations can only be made on dates that are available and must not interfere with scheduled board meetings.
3. In addition to paying the \$20 usage fee, the resident must agree and provide a \$150.00 security deposit. This deposit will not be cashed but will remain on file at the Property Management office. It will be the Property Managers responsibility to inspect the clubhouse after such rental and ensure that the clubhouse has been properly cleaned and is without damage. The security deposit shall be deposited in the event that the Property Manager has determined that sufficient cleaning has been conducted or if damages exist (non pre existing). This will be at the property manager's sole discretion.

Additional Rules that Apply To All

(Board sanctioned and non sanctioned activities or events)

1. Resident agrees to vacate the clubhouse no later than 11 PM on the evening in use.
2. Resident agrees that they may be held responsible for any damages or injuries which may occur (including surrounding area).
3. Resident agrees that they may be held responsible for any charges that may be incurred due to trash pickup, janitorial services and or maintenance that is necessary following such event. These charges will be deducted from their security deposit.
4. Key must be picked up before 3 PM on the business day prior to the event.

5. Key must be returned by 2pm on the next business day following the event.
6. Resident agrees that they may be held responsible for any charges that may be incurred due to locks being changed and 10% administrative should keys not be returned as outlined above.
7. Resident agrees that if keys are not picked up on time they may lose their reservation and any fee paid.
8. Resident agrees to have the clubhouse cleaned out no later than 11 pm on the date of the event.
9. Resident understands that they cannot use the screened in porch area or pool after 10 pm.
10. Resident understands that if the clubhouse is left dirty, damaged or if renter uses the clubhouse in any way outside of the reason for reservation that they may be prohibited from future rental use.
11. Resident agrees that at all times that an adult (age 25 or older) is present and agrees to not let young children use the pool area without proper supervision.
12. Resident agrees that no bottles or glass shall be allowed in the pool area.
13. Resident agrees that that no business will be conducted in association with this rental and that no fee shall be collected by anyone who participates in this function or event.
14. Resident agrees to inform all guests / attendees that parking on any grass is prohibited. Resident reserving clubhouse agrees that they may be held responsible for any damages that may occur (such as grass replacement) as a result of guest parking.
15. Resident agrees to shut all lights off, lock all doors and turn air conditioning back to 79 degrees.