



CLUBHOUSE RESERVATION PACKET

CLUBHOUSE RESERVATION RULES AND PROCEDURES

CLUBHOUSE RESERVATION AGREEMENT

CLUBHOUSE EVENT CLEANUP CHECKLIST

POOL RULES AND REGULATIONS



CLUBHOUSE RESERVATION RULES AND PROCEDURES

These rules and procedures have been established for the benefit and protection of all Members and guests of the Bailey Ranch Estates Homeowners Association to ensure fair and consistent use of the Clubhouse. Any failure to comply with these rules and procedures may result in suspension of privileges.

WARNING: Any Vehicles blocking driveways or mailboxes will be towed.

NORMAL CLUBHOUSE HOURS 10:00 AM TO 9:45 PM

1. "On-season" shall mean Memorial Day through Labor Day. "Off-season" shall mean the day after Labor Day through the day before Memorial Day.
2. Every "on-season" Monday the clubhouse will be closed for cleaning of the pool and may not be rented.
3. Only BREHOA HOMEOWNERS (Members) in good standing may reserve the Clubhouse.
4. Reservations may be made up to three (3) months in advance by contacting the Clubhouse Chairman Misti Scheib at 785-917-0256 to verify the availability of the date and time. Inquiries may also be made by emailing mscheib@gmail.com or baileyranchhoa@yahoo.com.
5. The Clubhouse will officially be reserved upon receipt of a completed Reservation Packet.
6. The fee to rent the clubhouse is \$10.00 per hour with a minimum time of three (3) hours plus a security deposit of \$75.00.
7. **All checks must be in the Homeowner's name and signed by the Homeowner.** Checks may be made out to the Bailey Ranch Estates Homeowners Association and are not processed until the event.
8. The reservation becomes official when the Association has received your completed Clubhouse Reservation Packet including a copy of the **Homeowner's ID, Rental Fee, and Deposit.**
9. Checks, ID Copy, and Reservation Packet are due 1-2 weeks before the reservation date.
10. The Clubhouse may be reserved for a minimum of 3 hours. Events may last no longer than 4 hours during pool season.
11. The Association reserves the right to grant or deny reservation of the Clubhouse. In scheduling the use of the Clubhouse, Association functions shall take precedence over private parties.
12. The Clubhouse may be reserved by BREHOA Homeowners (Members) for private parties only. **HOMEOWNERS MUST BE PRESENT FOR THE DURATION OF THE EVENT.**
13. Parties must be by invitation only and not open to all comers. Occupancy may not exceed 60 persons in the Clubhouse at any one time including the Members reserving the facility.
14. Reservations must be canceled at least 24 hours before the scheduled event. Cancellations after that or "no-shows" will result in the loss of your \$75.00 security deposit.
15. Members reserving the clubhouse may use the Pool Area (pool and pool deck) provided that the event takes place during the pool's normal operating hours. Events that take place when the pool is closed (after hours and "off-Season") must remain in the Clubhouse during the event.

16. Reservation of the Clubhouse is for the Club Room only and does not include exclusive use of the Pool Area.
17. Events may not create an unreasonable annoyance, inconvenience, or nuisance to other Members and their guests using the Pool Area, or unreasonably interfere with surrounding residents' quiet enjoyment of their property.
18. The parking lot may not be used as part of the event other than for guest parking.
19. There shall be **NO SMOKING OR SERVING OF ALCOHOL** permitted at any event being held in the clubhouse, pool area, or its surrounding grounds.
20. Members reserving the Clubhouse agree to abide by all the terms and conditions in the Reservation Packet.
21. The Member(s) reserving the Clubhouse are responsible for cleaning the Clubhouse after the event per the attached Cleanup Checklist. An inspection will be completed before the next scheduled event.
22. If the Clubhouse is in proper order and all terms/conditions and rules are abided by the deposit will be returned, if not, the deposit is forfeit.
23. The Member shall pay for all repairs necessary due to such damage within 30 days of the Board's submission of receipts for such repairs to the Member. The Member's failure to pay for such repairs shall result in revocation of Clubhouse privileges and deactivation of the Member's key card. In addition, the BREHOA shall have all remedies available at law.
24. **Any Member scheduling an event in the Clubhouse shall NOT:**
 - i) give their keycard to anyone else to open the facility (Homeowner(s) must be present to open the facility on the day of their event)
 - ii) leave guests in the clubhouse unsupervised (Homeowner(s) must be present at all times)
 - iii) serve beverages that may stain Clubhouse surfaces/furniture, i.e. red or purple juices
 - iv) serve alcoholic beverages or allow smoking within the facility or surrounding grounds
 - v) move Clubhouse furniture outside of the Clubhouse at any time i.e chairs, tables, etc.
 - vi) use any items, i.e. tacks, nails, staples, tape, etc. that may damage surfaces/soundboards
 - vii) remove any item from the Clubhouse walls
 - viii) attach anything to burgundy colored Sound Board
 - ix) use any glitter for crafts or decorations
 - x) create excessive noise, nuisance, or inconvenience to surrounding residents
 - xi) park, or allow their guests to park, in any areas marked "no parking"
 - xii) leave any entrance to the clubhouse unsecured at the conclusion of the event
25. Member(s) must use table covers, either plastic or cloth, for any tables used during the event.
26. The Association furnishes cleaning supplies only: Broom, Vacuum, Mop, Paper Towels, Trash Bags, and Liquid Cleaner for the kitchen area.
27. The BREHOA is not responsible for any injury or accident involving a Member, guest, or other persons occurring in the Clubhouse or Pool Area. Members are responsible for the actions and conduct of their guests and invitees.
28. The Board may modify these rules and procedures or publish additional rules and procedures as needed.



CLUBHOUSE RESERVATION AGREEMENT

Rental fees are non-refundable to rent the clubhouse.

Name of Homeowner(s): _____
Address: _____
Phone: _____ Email: _____
Type of event: (party, family, meeting, selling) _____
Date of Event: _____ Time of Event: from _____ to _____
Number of people attending: _____ adult's _____ children (1-13 years)

This agreement must be turned in to the clubhouse chairman at the time of reservation.

- 1) **Please submit** a copy/image of the **Homeowner's ID** with this signed Clubhouse Reservation Packet.
- 2) **The Homeowner MUST be present to open the facility and for the duration of the rental Event.**
- 3) **Keycards will be required to gain access to the facility during your event.** If you need a keycard please visit the BREHOA website to fill out a keycard request form.
- 4) **Please submit two (2) separate checks** (*at least one (1) week before rental*) one check for rental fees (\$10 per hour) and one check to be used as a security deposit in the amount of \$75.00 which will be refunded contingent upon the acceptable condition of the Clubhouse, and all terms/conditions and rules having been abided by during the event.
- 5) **All checks must be in the Homeowner's name and signed by the Homeowner.** Checks may be addressed to the Bailey Ranch Estates Homeowners Association.

I/We have read, understand, and agree to comply with the "Clubhouse Reservation Rules and Procedures" and "Pool Rules and Regulations". I/We agree to the terms, covenants, and conditions outlined in the Reservation Agreement regulating the use of the Bailey Ranch Estates Homeowners Association Clubhouse and Pool Area including but not limited to the swimming pool, pool area, pool deck, Clubhouse, showers and changing rooms, restrooms, parking lot and all other associated facilities and appurtenances. I/We do hereby agree to indemnify and hold harmless the Bailey Ranch Estates Homeowners Association, its employees, officers, Board of Directors, and shareholders, for any and all physical and/or personal injuries suffered by myself/ourselves and/or my/our guests utilizing the aforementioned facilities and/or appurtenances belonging to the Bailey Ranch Estates Homeowners Association.

WARNING: Any Vehicles blocking driveways or mailboxes will be towed!

Homeowner's Printed Name: _____

Homeowner's Signature: _____

Print and deliver the completed **Clubhouse Reservation Packet, Copy of Homeowner's ID, and checks** to the BREHOA Clubhouse Chairman - Misti Scheib (785-917-0256)



CLUBHOUSE EVENT CLEANUP CHECKLIST

The Association does not provide a cleaning service after each event. Several events may be booked back-to-back in the Clubhouse. Therefore, it will be necessary for the Homeowner(s) to leave the Clubhouse clean and returned to its original condition. Otherwise, you will be responsible for the cost of the additional cleaning service.

WARNING: Any Vehicles blocking driveways or mailboxes will be towed.

Name of Homeowner(s): _____

Date of Event: _____ Time of Event: from _____ to _____

Type of event: (party, family, meeting, selling) _____

- _____ Kitchen cabinets and countertops clean.
- _____ Refrigerator clean and empty. No food or drinks left behind.
- _____ Clean sink and run dish disposal.
- _____ Wipe tables clean and if used clean stove, oven off, and burner off.
- _____ Tables and chairs returned to their original configuration.
- _____ Floors clean. Floor mopped if spills occurred. Mop is in the Men's Restroom
- _____ Trash removed. Liners replaced (located under counter). Dumpster on east side of clubhouse.
- _____ Dirty washcloths or towels placed in plastic bin under countertop.
- _____ All cleaning supplies returned to their original configuration.
- _____ Lights out. Ceiling fans left "ON". (In summer only)
- _____ Light switches, on the inside, by BOTH French doors and are left in UP position.
- _____ Lock, latch, and deadbolt both French doors.
- _____ Close and secure all windows.
- _____ Exit out hallway door. Do NOT lock. This will be done after you have exited.

Comments: _____

Homeowner's Signature: _____

Date Inspected: _____ Inspector's Signature: _____



POOL RULES AND REGULATIONS

These rules and regulations have been established for the benefit and protection of all Members and guests of the Bailey Ranch Estates Homeowners Association to ensure safe and sanitary operation and use of the facilities and adjacent areas. Any failure to comply with these rules and regulations may result in suspension of privileges.

WARNING: Any Vehicles blocking driveways or mailboxes will be towed.

NORMAL POOL HOURS 10:00 AM TO 10:00 PM

1. The pool will be closed every Monday for maintenance and cleaning.
2. There will be 24-hour surveillance of the pool and pool area.
3. "On-season" shall mean Memorial Day through Labor Day. "Off-season" shall mean the day after Labor Day through the day before Memorial Day.
4. The Clubhouse Club Room will be closed except during scheduled events.
5. Homeowners (Members) are responsible for damage done by themselves, their families, and their guests. Any person caught stealing or vandalizing the property will be turned over to the proper authorities and may have their pool privileges suspended. All laws in effect within the State of Oklahoma are applicable on association property as well.
6. The Bailey Ranch Estates Homeowners Association is not responsible for loss or damage to personal belongings or vehicles on the property.
7. Intoxicated or disruptive people will not be permitted in the pool area.
8. No pets are allowed on pool property.
9. There shall be **NO SMOKING OR ALCOHOL** permitted in the clubhouse or pool area.
10. Excessive noise from radios, stereos, or jukeboxes is prohibited.
11. Climbing on walls or fencing is prohibited.
12. All guests must be accompanied to the facilities by the Member(s). The number of guests is limited to 4 per household. Members are responsible for the conduct of their guests. Residents aged 14 – 17 cannot bring a guest to the pool without an adult Member present.
13. All minor children are the responsibility of their parents and not the BREHOA. Misconduct may cause the child and/or parents' pool privileges to be suspended.
14. No one under the age of 14 will be permitted in the pool unless accompanied by an adult Member.
15. An adult Member is required to remain with children and is responsible for their safety at all times. An adult is defined as a person aged 18 or older.
16. **SWIM AT YOUR OWN RISK.** No lifeguard is provided by the BREHOA. The BREHOA is not responsible for any injury or accident involving a Member, guest, or other persons occurring in the Clubhouse or Pool Area.

17. The children's pool gate shall remain closed at all times except when entering or leaving the area. Persons over the age of seven are not permitted in the kiddy pool.
18. Ladders or stairs must be used to enter and exit the pool. **NO DIVING IS PERMITTED.**
19. The residents and their guests or any other persons agree with the management and/or owners, for and in consideration of the use of the pool, to make no claim against the management and/or owners for loss or damage of life, limb, or property.
20. The pool may be closed at any time due to a mechanical breakdown, weather condition, or any other operational difficulty. Prior notification of pool closing will not necessarily be given.
21. Food is not allowed within 20 feet of the pool. **GLASS CONTAINERS ARE NOT ALLOWED IN THE POOL AREA.** Beverages are allowed in cans, paper, and plastic containers only.
22. A shower is required before entering the water. No swimmers with open wounds or bandages, sores or skin infections, inflamed eyes, or nasal/ear infections will be permitted in the pool area.
23. Persons shall not engage in fighting, running, wrestling, pushing, horseplay, and/or any kind of sexual activity in the pool or the pool vicinity.
24. Everyone must vacate the pool when a storm arises.
25. Playing or loitering in the bathhouse is not permitted.
26. Appropriate swimwear is required to be worn in the pool. Swim diapers are required for non-toilet-trained children.
27. All trash should be deposited in trash cans.
28. No wheeled vehicles are permitted in the pool area such as bicycles, tricycles, skateboards, or mopeds.
29. Floatation devices are permitted only if a responsible and capable person accompanies the wearer of the device while in the water.
30. The main entrance must be locked at all times. Upon entering the pool area, please close the door behind you. Anyone requiring access should have a key. This will deter visitors from other communities from using our facility. The door may **NOT** be propped open.
31. Should the pool become contaminated from fecal matter, the county must come out to inspect the pool before reopening. The pool cannot reopen until the county sends someone to inspect the pool. It could take 1-5 days to get an inspector out here and the pool would have to remain closed during that time.
32. The Board may modify these rules and regulations or publish additional rules and regulations as needed.

Bailey Ranch Estates HOA

Homeowner's Initial: _____