

**SOUTHLAKE RECREATION ASSOCIATION  
2010 RULES AND REGULATIONS**

These rules and regulations concern the "private use" of the Recreation Association Clubhouse by the members of the Southlake Recreation Association (SRA). For purposes of this resolution, the term "private use" shall be defined as use for any and all purposes other than by the Board of Directors, its established committees, management, or activities recognized by the Board.

The Clubhouse is co-owned by SRA members and is primarily for their use. The use of the facility by the members is encouraged. Rules and regulations are established as guidelines for the equitable use by all members and assurances that the facility is maintained in a manner in which to provide a pleasant environment for maximum member use of the facility, as well as to protect the association members.

The term "sponsor" shall be defined as any entity utilizing the recreational facility in either an SRA member or non-member capacity.

The Clubhouse is provided primarily for the private and personal use and convenience of the members and shall not be used by members, either directly or indirectly, for commercial profit ventures or the promotion thereof.

Sponsors shall not charge, solicit, accept or encourage the payment in monies for admission to any event in the Clubhouse, whether for charitable purposes or otherwise, unless prior approval has been received by the Board of Directors.

The Clubhouse may not be used for any type of fund raising or gambling events for charitable purposes or otherwise, unless prior approval has been received by the Board of Directors.

Any resident(s) renting from SRA members are defined as "non-members" on Clubhouse contracts and charged accordingly, unless renters present written authorization from their "member" owners to utilize their "member" status in the owner's absence.

**PRIORITIES FOR USE**

The Clubhouse shall be available for use according to the following priorities:

1. Official activities of the Board of Directors (BOD).
2. Community or Recreation Association (SRA) meetings.
3. SRA-sponsored activities.
4. Regularly-scheduled meetings or activities of members, approved by the BOD.
5. Unscheduled meetings or member activities approved by the BOD or designated representatives.
6. Rental by members.
7. Rental by non-members.
  - (a) All non-member rental requests must be approved by the BOD.
  - (b) Non-member Clubhouse rental does not include use of any other SRA facilities or Pool.

**FEES**

Fees for use of the SRA Clubhouse are based on the best available information to provide a well-maintained facility and accumulate capital reserves for periodic major renovations and improvements.

Fees are as follows:

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<b>\$100.00</b>	<b>Deposit</b>
<b>\$60.00</b>	<b>Janitorial Fee</b>
<b>Members Only:</b>	<b>\$35.00 per hour.</b>
<b>4-hour minimum (including one hour set-up time and one hour take-down time)</b>	

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**DEPOSITS**

A refundable damage deposit of \$100.00 and a separate non-refundable \$60.00 janitorial fee must be paid before any non-official function is placed on the calendar.

The sponsor will ensure that the facility is cleared by the time established in the rental contract. Sponsor must clear the facility according to the standards established in the attached checklist. The Clubhouse will be inspected prior to return of the damage and cleaning deposit. If any additional professional cleaning beyond the scope of the janitorial contract and/or repairs are necessary following the event, the costs will be deducted prior to reimbursement. Costs of repairs exceeding the deposit will be billed to sponsor(s).

Boards of Directors (BOD) may use the Clubhouse without charge for all official functions.

Fees for all Southlake Recreation Association (SRA) sponsored activities will be determined on a case-by-case basis by the BOD.

**ASSOCIATION-SPONSORED EVENTS**

The SRA may sponsor classes, activities or meetings on a cost/charge basis. All monies received from these events will be placed in reserve for the interior maintenance and upgrade of the facility.

Instructors and/or support personnel may be contracted for by the BOD for any sponsored class, activity, or meeting on a case-by-case basis.

**HOURS OF OPERATION**

The Clubhouse will be available for use on the following schedule:

**Mon-Sun: 8:00 a.m. to 12:00 Midnight.**

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**RESERVATIONS**

All reservations will be taken on a first-come, first-served basis. Reservations can be made and rental contracts obtained by calling: Lin R. Stauffer, Manager P. O. Box 215, Dumfries, VA 22026. (703) 670-2376

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The contract must be completed in full and signed, attesting sponsor has read and understands SRA rules and regulations, before the event can be booked and approved by the BOD. Event cannot be cancelled or rescheduled without consent of the BOD.

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Notification of cancellation of a scheduled event must be given to the SRA Manager as soon as possible. Failure to give a timely notification of cancellation prevents other members use of the facility and may constitute non-refund of the rental fee.

All official functions will be scheduled by or through the BOD. All SRA-sponsored classes, activities, or meetings must obtain approval of BOD. All SRA members must meet criteria for discounted member rate. Facility must be used exclusively on behalf of the homeowner and cannot be sublet to any organization or groups of people not stated on the original contract.

All rental fees and deposits must be paid at least seven (7) days prior to the scheduled event. Reservations will be accepted when the following conditions are met:

1. Sponsor is current in assessment payments.
2. Clubhouse is available, pursuant to priority use.
3. All fees and deposits are paid.
4. The sponsor accepts responsibility for damages to and cleaning of the facility.

Any infraction of the SRA Clubhouse or Swimming Pool Rules and Regulations or of the contract will constitute a damage deposit deduction to be determined by the BOD.

**SPONSOR RESPONSIBILITY**

Please remember that the Clubhouse is owned by all members and should be treated as an extension of the home. In addition to expected courtesies, the following rules are provided to specifically guide private use of the facility.

The sponsor bears full responsibility for maintaining the proper atmosphere for the function, and assures that:

1. The Clubhouse is not to be used for any unlawful purpose or any purpose prohibited in these rules and regulations.
2. There is no loud music, disturbing noises, or any act which will interfere with the quiet enjoyment by members present at the Southlake Recreation complex, or in SRA clubhouse proximity.
3. At no time shall a private function be allowed to become rowdy or uncontrollable.
4. Adult supervision at all times is mandatory for all private functions at which children and teenagers are present. Parking lot security may be required by the Board in some cases.
5. **Sponsor MUST SUPPLY ALL THEIR OWN PAPER PRODUCTS and Adequate utensils to protect the facility (i.e. table covers, trash bags, etc.)**
6. **NO SMOKING is allowed in building. Smoking receptacles are available on outside colonades.** Rice, bird seed, confetti, and like substances are NOT allowed inside the facility. All candle flames must be contained within glass. No open flames/grilling are allowed at the facility.

7. There are to be no color derivative punch drinks (as they stain carpeting). No holes are to be made in walls. All tape and decorating supplies must be removed from walls without damaging drywall. Sponsor will be charged for all drywall repairs.
8. A professional cleaning company will be contracted to clean the facility following the event. Sponsor(s) must clear the facility WITHIN TWO HOURS following the event, according to the standards established in the following

**CHECKLIST**

- CLEARING KITCHEN area:
  - ( ) all kitchen surfaces
  - ( ) sink area
  - ( ) refrigerator interior
  - ( ) trash cans emptied and trash deposited in trash receptacles in parking lot.
  - ( ) electrical appliances OFF (excepting refrigerator and freezer)
- CLEARING BATHROOMS includes:
  - ( ) all counter tops, sinks and toilet areas.
  - ( ) trash cans emptied.
- CARPETING: spot cleaned.
- ALL TRASH removed from the facility to the trash cans available in parking lot corner.
- LIGHTS: Turn off.
- LOCK, SECURE AND CHECK all doors from the Outside.
- RETURN KEY to Management Agent or deposit in exterior wall lockbox by following day.

**POOL PARTIES ONLY**  
**BY SEPARATE POOL CONTRACT**

Any member of the SRA may rent the Clubhouse exclusive of the pool and all other recreational facilities. All pool parties require a contract.

Any member renting the Clubhouse may use the pool facilities when the following conditions are met.

1. Parties may be held during normal hours of operation on weekdays or after 4:30 p.m. on weekends and holidays. GUEST FEES APPLY.
2. After normal pool hours, a two-lifeguard minimum is required for all parties; and additional staff may be necessary depending on party size.
3. During normal pool hours, parties comprising more than 10 guests require an additional lifeguard.
4. All guests entering the pool area are required to use ONLY the bathhouse/front desk entrance.
5. All Pool Rules apply and the sponsoring member bears full responsibility for the compliance of their guests.