



Ignacio Creek Homeowners Association

300 Indian Way, Ignacio, CA 94949 (415) 883-7641

CLUBHOUSE RULES AND EVENT CHECKLISTS

In order to ensure that the clubhouse is used in accordance with HOA rules so that this facility can be enjoyed by all of our Owners, we have noted important rules when hosting an event at the clubhouse, and are providing a “Pre-Event” and “Post-Event” Checklist. We are now including the following requirements for all clubhouse rentals:

- Review these rules and the **Pre-Event** Checklist on p. 2. Complete the bottom portion of the form and return it to the HOA Office before your event. (Note: Please keep this copy of the rules for your event.)
- After you turn in the form and submit your signed rental agreement and \$200 deposit, you will receive a clubhouse key.
- After your event, please complete the **Post-Event** checklist on p. 3 and return that form and the clubhouse key to the HOA office within 48 hours of the conclusion of your event.

Clubhouse Rules –

1. **FURNITURE - DO NOT MOVE THE SOFAS, LARGE CHAIR, WHITE RECLINER, SOFA END TABLES, BOOK STAND, BOOKCASE OR OTTOMAN.**
2. Wax Candles – Do not use wax candles in the clubhouse – except on a cake. Please use battery-operated candles for the table settings.
3. Walls – Please be careful to avoid marking the walls with ladders (while placing decorations) or when moving chairs & tables near the walls.
4. Tacks – Do not use tacks in the walls. Instead, please use Scotch tape.
5. Tables and Meeting chairs – These can be arranged to accommodate your event, but please return them to their original location when your event is over.
6. Pool - Guests are not permitted to use the pool and exterior patio area.

The clubhouse key and this completed checklist must be returned within 24-48 hours after your event. This will allow sufficient time for you to perform a thorough clean-up.

Thank you.

Ignacio Creek HOA

PRE-EVENT CHECKLIST
Complete BEFORE Event and return to HOA Office

Initial

- ___ 1. Return all Clubhouse Guest Parking signs to the clubhouse storage area.
- ___ 2. Remove all trash and recyclables from the event. (Do not leave any food or garbage in HOA trash & recycling containers or outside the clubhouse.)
- ___ 3. Empty refrigerator completely (including ice in the freezer)
- ___ 4. Clean the following items:
 - ___ Stove
 - ___ Oven
 - ___ Countertops
 - ___ Tabletops
 - ___ Walls
 - ___ Floors & carpet area (Spot clean any carpet stains.)
- ___ 5. Return the clubhouse key and a copy of this checklist no more than 48 hours after the rental.

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Complete this portion of the form and return it to the HOA Office **before your event**:

I, _____, have read the above rules and reviewed the checklist and agree to observe the rules for my event and complete the tasks on this checklist after my event.

Dated _____ Signed _____

POST-EVENT CHECKLIST

Complete AFTER Event and return to HOA Office with Clubhouse Key

Initial

- ___ 1. Return all Clubhouse Guest Parking signs to the clubhouse storage area.

- ___ 2. Remove all trash and recyclables from the event. (Do not leave any food or garbage in HOA trash & recycling containers or outside the clubhouse.)

- ___ 3. Empty refrigerator completely (including ice in the freezer)

- ___ 4. Clean the following items:
 - ___ Stove
 - ___ Oven
 - ___ Countertops
 - ___ Tabletops
 - ___ Walls
 - ___ Floors & carpet area (Spot clean any carpet stains.)

- ___ 5. Return the clubhouse key and a copy of this checklist no more than 48 hours after the rental.

I, _____, am returning the HOA clubhouse key and have completed the above checklist tasks.

Dated _____ Signed _____