VVHA CLUBHOUSE RESERVATION FORM
for a
MEMBER SPONSORED EVENT

Date of application: (Except for bereavement events, all applications must be submitted within 180 days before the event).

Date and time period of requested reservation: Date _____ Time: From _____To _____

Give general description of event: _____

Estimate of how many will attend the event:_____

Will alcohol be served or consumed: (YES / NO)? If YES, see rule concerning container labeling (refer to Texas ABC law).

Do you request reservation for the kitchen area: (YES / NO)? (Other members may participate in other activities during your event.)_____

Do you wish to reserve the entire meeting area and kitchen exclusively for your event: (YES / NO)?

Will food be prepared in the kitchen: (YES / NO)? Will the event be catered: (YES / NO)?

***Disposable pantry supplies are not for use for member sponsored events.**

***Sponsor is responsible for the removal of their trash from the premises.**

***Sponsor is responsible for putting dirty dishes in the dishwasher, running it through the wash cycle, and putting away the clean dishes.**

***Failure to comply with all rules on this application will result in ¼ of your deposit being non-refundable.**

***The use of the pool is prohibited.**

I have read and agree to abide by the VVHA GENERAL CLUBHOUSE RULES (attached) and will inform my guests of those rules.

I accept responsibility for the conduct of my guests.

I understand that I may be subject to a penalty under Article 7 of the Bylaws if the above mentioned rules are violated.

Signature of homeowner sponsoring the event: _____

Print name: _____Phone_____

Print address: _____

Approved: _____ Disapproved: _____

_____ Date: _____

Chairperson, Clubhouse Committee

The conditionally refundable deposit of $100 is to be made payable to the VVHA and submitted to the Office Manager with this application.

Date Revised November 19, 2015

VVHA CLUBHOUSE
GENERAL USE RULES

The VVHA Clubhouse is solely for the use and enjoyment of the VVHA homeowners and their guests.

Violation of any of the policies/rules below will result in review and possible disciplinary action by the Board of Directors under Article 7 of the Bylaw

- Other than during a change of title or rental of a home, the transfer of possession of a key to the Clubhouse is prohibited. A Clubhouse key shall not be in the possession of anyone but a VVHA homeowner or their renter or a VVHA employee as approved by the Board.
- Rental or leasing of the VVHA Clubhouse for any political, fraternal, religious or non VVHA member event is prohibited.
- These General Rules shall be posted on the Bulletin Board. They shall also become a part of the VVHA Property Notebook.
- INTERIOR ENVIRONS
  - The sale of alcoholic beverages in the VVHA Clubhouse or on Clubhouse property is prohibited. The consumption of alcoholic beverages by minors in the VVHA Clubhouse or on Clubhouse property is prohibited. Homeowners who attend a VVHA or individual homeowner sponsored event and intend to consume alcoholic beverages must have all containers of alcoholic beverages that they bring to the Clubhouse clearly labeled with the name of the homeowner.
  - Smoking is prohibited.
  - Firearms are prohibited in the Clubhouse.
  - Animals are prohibited in the Clubhouse with the exception of a leashed dog assisting the blind. Said animals are not allowed in either the pool or the hot tub.
  - Posting of any notice, advertisement, solicitation or advocacy of political or religious or atheist or secularist activities in the Clubhouse is prohibited. Attaching notices to the internal glass surface of all doors is prohibited. If a notice must be posted on a door, it must be attached to the door handle.
- MEETING AREA
  - Since use of the clubhouse facilities by guests requires adult supervision, three things are to be noted:
    - The adult supervision must be a member.
    - The adult supervisor must be in the meeting area at all times.
    - The mere presence of the member does not constitute supervision.
  - General cleanliness and the chair-table arrangements should be configured as they were prior to an event.
  - Moving the piano is prohibited.
  - Adjusting the Sound System is prohibited.
  - Members and their guests that use the pool table must comply with the posted rules.
  - When an individual member sponsors an event, that member must be present at all times during the event and ensure, at the end of the event, that the western shades are closed, both thermostats are reset to the posted temperature, all lights including bathrooms and hall are turned off and all external doors and windows are properly locked and secured.
  - The borrowing or removal of any item, appliance, furniture or other appurtenances of any kind from the Clubhouse is prohibited. The only exception to this rule is books borrowed from the library. Book borrowers are requested to return books to the book-return basket provided.
  - If a member or a group of members want to schedule an event in the meeting area they must contact the office manager, fill out the "VVHA Clubhouse Reservation Form," approved July 26, 2012 to apply for approval. At that time a conditionally refundable deposit of $100 is required. Two copies of the VVHA Clubhouse General Use Rules will be provided; one will be signed and submitted with the application, the other retained by the applicant.

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    - The application for a member sponsored event must be submitted to the Clubhouse Use Committee no later than 15 days before the planned event and may be made up to 180 days before a planned event. An application made more than 180 days before a member sponsored event will not be considered.
    - Except for bereavement occasions (as noted below), all applications will be considered on a first come, first served basis, using the date of the application.

- A bereavement event for a deceased member can be scheduled in the meeting area by the Bereavement Committee according to the reasonable needs and desires of the deceased member's family. Such events will have priority over other previously scheduled events and will not require submittal of a reservation request, but must be scheduled through the office manager or a member of the Board of Directors, who will assume the responsibility for notifying anyone having made previous arrangements. It will then be the responsibility of the bereavement committee and the person who reserved the meeting area. If necessary, the Board President or vice president may participate to resolve a conflict.
- If any problems with either the VVHA Clubhouse or its contents occur during the event, a member of the Board must be notified immediately.
- Access to the pool area by attendees of a special, reserved event is prohibited.
- The maximum number of people allowed in the meeting area for any event is limited to 184.
- Members that create trash during an event must remove the trash and place clean plastic liners in the trash containers before they leave.

- POOL/HOT TUB
    - Note that a life-guard is not on duty. Use the pool/hot tub at your own risk. Users are encouraged to have someone else with them when they use either the hot tub or the pool.
    - Reservations for use of the swimming pool and hot tub are prohibited.
    - The pool or hot tub may be used at any time (except during scheduled maintenance) by members and their guests provided that the VVHA member is present at all times when the pool or hot tub is being used. All members and their guests must comply with the rules stated herein and as posted in the pool area.
    - Parties in the pool area, whether planned, sponsored or spontaneous are prohibited.
    - Members and their guests who want to use the pool/hot tub when there is an on-going event in the meeting area that is either member-sponsored or VVHA-sponsored may do so; however, they may not use the pool area and also participate in the event taking place in the meeting area.
    - The door leading from the hallway to the pool area will be locked during member-sponsored events in the meeting room.
    - Members:
        - With guests must accompany their guests at all times when they are in the pool/hot tub area.
        - Must maintain control of children at all times while they are in the pool/hot tub area. The mere presence of an adult doesn't constitute control
        - Anyone using the pool or hot tub must shower before entering the pool or hot tub.
    - Changing the hot tub control settings and/or the nozzle jets is prohibited.
    - Check the temperature of the hot tub water BEFORE you enter the hot tub. Do not enter the hot tub if the temperature is more than 104 degrees F.
    - Know your personal limits and do not overextend your soak time when in the hot tub.
    - The maximum number of people that can be in the hot tub at the same time is six (6).
    - The maximum number of people that can be in the pool at the same time is 40.
    - Hot tub users must be thirteen (13) years old or older.
    - Food and glassware in the pool/hot tub area are prohibited.
    - Food and drink, except for water in plastic bottles, are prohibited.
    - Band-aids, hair pins, etc. are prohibited when in the pool or the hot tub.

- No jumping or diving into the pool or hot tub.
- As you prepare to leave, do the following:
    - For security purposes make sure that all windows are in the proper position with all security rods inserted.
    - Check the showers to ensure they are turned off.
    - Turn of all lights
    - Lock the exterior doors.