

**Clubhouse Use
Policy Resolution 03**

The duly elected Board of Directors of The Woods at Polaris Condominium Association establishes the following guidelines for using the clubhouse:

A. Any person(s) using the clubhouse must abide by the following guidelines:

1. Only Unit Owners may reserve the clubhouse. The clubhouse is not to be reserved on behalf of an outside organization or for commercial use.
2. The reserving owner must be in good standing with the Association. All assessments must be current with no outstanding violations.
3. The use of the clubhouse does NOT include the use of the pool or fitness center.
4. A non-refundable \$35.00 fee and a \$50.00 deposit to be refunded if the clubhouse is cleaned and picked up properly is required. Two separate checks are due at the time of reservation made payable to: The Woods at Polaris Condominium Association. A copy of the Clubhouse Use Agreement (see attachment) and the two checks need to be mailed to:

The Woods at Polaris Clubhouse Committee

1225 Allington Lane,

Columbus, OH 43240

5. No more than 35 guests are permitted in the clubhouse at any one time per the fire code occupancy requirements.
6. Residents are responsible for their guests at all times and at no time shall anyone under 21 years of age be permitted to consume any type of alcohol. Alcohol is not permitted unless an Owner 21 years old or older is present.
7. The reserving Owner shall assume full responsibility for any damage to the clubhouse, damage to the articles in the clubhouse and for the theft of any property, whether personal or community.
8. Guests at the clubhouse shall be advised and directed by the host resident of the rules for parking and courtesy of the other residents.
9. The reserving Owner shall close and secure the premises and turn off all lights.
10. A walk-thru of the Clubhouse prior to and after the event is required.
11. The Woods at Polaris Condominium Association shall not be responsible for any articles, personal or otherwise, which are lost, stolen or misplaced by any resident or guest. The unit owner is responsible for any injuries resulting from accidents that might occur during the period.

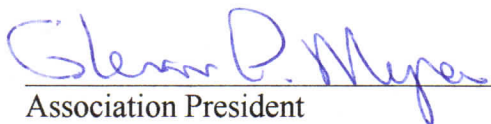
- 12. Failure to abide by this agreement could result in losing the privilege of reserving the facility in the future.
- 13. Association functions will supersede all private reservations.

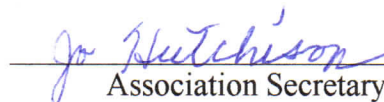
B. Unit Owners can initiate clubhouse reservations online at www.woodsatpolaris.org.

THE WOODS AT POLARIS CONDOMINIUM
ASSOCIATION

This resolution, Policy Resolution 03, was revised at a meeting of the Board held on July 16, 2015 with the directors voting as indicated below:

Director	Yes	No	Abstain	Absent
Glenn Myres	X	—	—	—
John McEldowney	X			
Jo Hutchison	X			
Jim Brady	X			
Dan Bottorf	X			
Jack Minot	X			


Association President


Association Secretary

The Woods at Polaris Condominium Association

Clubhouse Use Agreement

The Association takes pride in presenting our residents with a beautiful clubhouse to relax with neighbors, friends and guests. Policies have been established to assure each resident the enjoyment of the clubhouse without infringement upon the privileges of other residents and guests. Any person(s) using the clubhouse must abide by the following guidelines:

1. Only owners may reserve the clubhouse. The clubhouse is not to be reserved on behalf of an outside organization or for commercial use.
2. The reserving owner must be in good standing with the Association. All assessments must be current with no outstanding violations.
3. The use of the clubhouse does NOT include the use of the pool or fitness center.
4. A non-refundable \$35.00 fee and a \$50.00 deposit to be refunded if the clubhouse is cleaned and picked up properly is required. Two separate checks are due at the time of reservation made payable to: The Woods at Polaris Condominium Association. A copy of this agreement and the two checks need to be mailed to:

The Woods at Polaris Clubhouse Committee
1225 Allington Lane
Columbus, OH 43240

5. No more than 35 guests are permitted in the clubhouse at any one time per the fire code occupancy requirements.
6. Smoking is not allowed anywhere inside the clubhouse.
7. Residents are responsible for their guests at all times and at no time shall anyone under 21 years of age be permitted to consume any type of alcohol. Alcohol is not permitted unless an owner 21 years old or above is present.
8. The reserving owner shall assume full responsibility for any damage to the clubhouse, damage to the articles in the clubhouse and for the theft of any property, whether personal or community.
9. Guests at the clubhouse shall be advised and directed by the host resident of the rules for parking and courtesy of the other residents.
10. The reserving owner shall close and secure the premises and turn off all lights.
11. A walk-thru of the Clubhouse prior to and after the event is required.
12. The Woods at Polaris Condominium Association shall not be responsible for any articles, personal or otherwise, which are lost, stolen or misplaced by any resident or guest. The unit owner is responsible for any injuries resulting from accidents that might occur during the period.
13. Failure to abide by this agreement could result in losing the privilege of reserving the facility in the future.
14. Association functions will supersede all private reservations.
15. The Woods at Polaris Condominium Association reserves the right to cancel or alter this agreement at any time.

Owner Signature _____ Phone # _____
Address _____
Event date and Time _____ # of guests _____

Completed form to become a part of unit Owners record.

Clubhouse Inspection

	Pre-Event Inspection	Post-Event Inspection
1. Exterior Doors	_____	_____
2. Women's Bathroom		
Floor	_____	_____
Sink	_____	_____
Toilet	_____	_____
Mirror	_____	_____
3. Men's Bathroom		
Floor	_____	_____
Sink	_____	_____
Toilet	_____	_____
Mirror	_____	_____
4. Kitchen		
Floor	_____	_____
Counter Top/Sink	_____	_____
Cabinets	_____	_____
Appliances	_____	_____
Coffee Pot(s)	_____	_____
5. Flooring/Carpeting	_____	_____
6. Furniture	_____	_____
7. Walls	_____	_____
8. Windows	_____	_____
9. Lights-Off	_____	_____
10. TV Off	_____	_____
11. Tables	_____	_____
12. Interior Doors	_____	_____
13. Interior (window coverings, etc.)	_____	_____
14. Exterior (rails, plants, etc.)	_____	_____
15. Explain Security System	_____	_____
16. Other	_____	_____

Comments: _____

Clubhouse Key Received

Pre-Event Inspection: _____
Owner's Signature
Association Rep's Signature

Deposit Returned Clubhouse Key Returned

Comments: _____

Post-Event Inspection: _____
Owner's Signature
Association Rep's Signature

Completed form to become a part of unit Owner's record.