

BEAR CREEK BEAR CREEK MASTER ASSOCIATION

FACILITY RENTAL POLICIES AND PROCEDURES

1. Bear's Den and Bear's Cave (hereafter called the "Clubhouse") are available for private functions by advance reservation, not to exceed sixty (60) days in advance of the event for Homeowners of Record/Tenant only and their guests. The Homeowner signing the reservation agreement must be in attendance at all times. Availability is on a "First Come First Serve Basis."
2. Availability dates for the Clubhouse will be at the sole discretion of the Board of Directors, and the Board may adopt a policy to limit availability. Hours of Availability: Sunday through Thursday 7:00 a.m. – 10:00 p.m. Friday and Saturday 7:00 a.m. - 11:00 p.m.
3. Minors under 18 years of age must be accompanied and chaperoned by the Homeowner of Record who reserved the Clubhouse.
4. Functions involving solicitation, drugs and alcohol release as well as subleasing is strictly prohibited.
5. The only area that can be reserved for a private function is the Bear's Den, Bear's Cave and Patio Covered Pool Area. The gym, cardio room, spa and tennis courts areas may not be reserved without Board Approval.
6. If you wish to reserve the pool for a party/gathering and your party consist of more than ten (10) children under the age of eighteen (18), a Lifeguard will need to be contracted by the Applicant/Homeowner or Tenant. A copy of the Lifeguard ID card and insurance must be provided to Management Staff five (5) days prior to the event. This permission will allow a member to reserve the use of the pool on a weekday or weekend any time before 1:00 p.m. for a minimum of two (2) hours.
7. Alcohol is permitted under the following conditions:
 - a) Homeowner of Record/Tenant must carry insurance of \$1,000,000.00 and name the Association, as additional insured on such policy. The proof of the insurance must be presented to the on-site Property Management office prior to the start of the function.
 - b) Insure that no minor or intoxicated person will be served alcohol.

BEAR CREEK BEAR CREEK MASTER ASSOCIATION

- c) \$500.00 Refundable Deposit (if all conditions of Agreement are met), and a copy of Insurance Certificate naming Bear Creek Master Association additionally insured for the date of your event.
8. A maximum of 50 individuals will be allowed at private functions in the Bear's Den. Note the use of the Bear's Den patio may be utilized when guests exceed the maximum capacity of (50) individuals in the Bear's Den. Maximum of (12) individuals will be allowed at the private functions in the Bear's Cave.
9. Within two (2) business days of any verbal reservation, a signed copy of the Policies and Procedures, and Reservation Agreement must be completed and delivered to the HOA office along with separate checks for any fees and deposits made payable to the Bear Creek Master Association. Fees and deposits are as follows:
- Cleaning Fee: \$35.00 - A non-refundable cleaning fee required if serving food & beverage.
- Facility Use Fee: \$150.00 – A non-refundable use fee is required for (50) fifty or more guests. (Includes cleaning fee)
- Security Deposit: \$250.00 – This security deposit is refundable if all conditions of the Rental Agreement are met.
\$500.00 – If you are serving alcohol a copy of insurance certificate naming Bear Creek Master additionally insured is required. This security deposit is refundable if all conditions of the Rental Agreement are met.
10. Decorations must not discolor or damage walls and furnishings. Only masking tape which does not damage any walls and/or furnishings will be permitted to fasten decorations. All decorations must be removed including tape.
11. Any spill/stain to furniture or floors must be cleaned immediately. Stains noted at inspection will result in an automatic cleaning fee being deducted from the security deposit in the amount of \$250.00. Any additional amount needed for extra cleaning, repair or replacement will be deducted or assessed to the owner. Rentals without a mandatory cleaning fee will still be expected to bring their own supplies, i.e., vacuum, mop, paper towels, etc. in order to leave the facility clean.
12. If a Homeowner of Record/Tenant in any way caused a disturbance to other residents, or allows misuse of the building facilities, that may be fined and denied use of the Clubhouse in the future.

BEAR CREEK BEAR CREEK MASTER ASSOCIATION

13. Clubhouse rules will be strictly enforced. Violation of any of the Rules may result in forfeiture of the deposit at the discretion of the Board of Directors and/or additional fines.
14. Tenants may reserve the Clubhouse for their use and abide by the same rules as the Homeowner of Record.
15. Board of Directors meeting, Sub-Association meetings, Committee meetings, and Association functions, have preference over the reservations.
16. No smoking inside the Clubhouse or Restroom facilities.
17. The following items must be completed in a satisfactory manner prior to the security deposit being returned:
 - a) ALL GARBAGE MUST BE BAGGED AND TIED AND REMOVED FROM THE CLUBHOUSE AND TAKEN TO THE DUMPSTER IN PARKING LOT.
 - b) Turn off all appliances except the refrigerator.
 - c) Take any extra items brought in, out of the Clubhouse. Return any furniture to the inside, which belongs there. No items are to be left in the refrigerator or freezer.
 - d) Replace all furniture to its original location.
18. Dues must be current and owner must be in good standings to reserve the Bear's Den/Bear's Cave.

The above items must be completed before you leave the Clubhouse.

Note: I am responsible for the condition of the Clubhouse.

Printed Name of Homeowner of Record/Tenant

Signature and Date

BEAR CREEK BEAR CREEK MASTER ASSOCIATION

FACILITY RENTAL APPLICATION

Name: _____

Address: _____

Phone Numbers: Home _____ Work _____

Date Reserved: _____ Time: Start _____ Finish _____

Type of Event: _____ Number of Guests: _____

Event Insurance Required: Yes (only if alcohol is served) No

Cleaning Fee: \$35.00: If serving food & beverage

Facility Use Fee: \$150.00: A non-refundable use fee is required for (50) fifty or more guests. (Includes cleaning fee)

Security Deposit - \$250.00 (Refundable if all conditions of Rental Agreement are met).

\$500.00 (If serving alcohol a copy of insurance certificate naming Bear Creek Master additionally insured for the date of your event).

Please enclose a check for the noted security deposit amount, **payable to Bear Creek Master Association.**

Today's Date: _____

Homeowner's signature

Association Approval

DO NOT WRITE BELOW: FOR OFFICIAL USE ONLY

Date of Inspection: _____

Condition of the Clubhouse **after** the facility rental:

Return \$250.00 Security Deposit Yes No

\$500.00 Security Deposit & Copy of additional Insurance Coverage Yes No

Signed: _____ Date: _____

BEAR CREEK BEAR CREEK MASTER ASSOCIATION

Bear Creek Master Homeowners

Re: Additional Insurance Coverage

If you are unable to obtain a rider for additional insurance coverage by naming the Bear Creek Master Association as additional insured, please contact the company below.

RV Nucio Insurance
800-567-2685
Or go on-line at www.rvnucio.com

**BEAR CREEK
BEAR CREEK MASTER ASSOCIATION**

Facility Rental Deposit

Please find attached to this form, your voided deposit check in the amount of \$_____ for the usage of the Association's Community Clubhouse.

Thank you for utilizing the Association's facility, please call if you have any questions regarding your social event.

Sincerely,

BCMA Management Office

Enclosure