

GUIDELINES AND RULES FOR THE USE OF THE CASTLEBERRY CLUBHOUSE

1. Only HOA members (homeowners) who are in good standing and current on homeowner dues may rent the Rental Room. Renters are NOT allowed to rent the rental room.
2. The Clubhouse, as described herein, includes the Rental Room, Exercise Room, the Parking Lot, Bathrooms, Hallway, Play Area, and Pool Area (the “Facilities”) shall be under the authority of the Castleberry HOA, The HOA shall have the authority to accept reservations, distribute additional or replacement fobs, collect deposit checks, and assess the activities of Renters.
3. Homeowners/Members of the Castleberry HOA shall receive two (2) complimentary key fobs to enable them to access the Facilities. Replacement key fobs shall require a payment of \$10.00 per fob. Only Homeowners (NOT Tenants) can obtain fobs, homeowners may allow tenants use of the fobs by completing a fob request form accepting financially liability for their tenants and tenant’s guests.
4. Reservations for the Rental Room will be made on a first-come, first-come basis. The Administrator shall have the right to limit number of reservations per renter in order to facilitate the general use and enjoyment of the members of the Castleberry HOA.
5. Reservation forms must be submitted at least seven (7) days prior to event.
6. Reservations may be for periods of up to six (6) hours. Homeowners’ may reserve the Rental Room once per month.
7. Reservations are for the Rental Room only and DO NOT include use of the pool or gym facility.
8. The Rental Room may be reserved for private use by members of the Castleberry HOA who are 18 Years of age or older.
9. The Rental Room shall be available for residents’ regular access and reservation daily from 9:00 A.M. to 09:00 P.M. These hours are subject to change based on the decision of the HOA.
10. The Pool shall be closed for the winter upon decision of the HOA Board of Directors. The *projected* annual opening date each year is the Saturday of Memorial Day weekend and the annual close date for the Pool is the Saturday of Labor Day weekend. These dates may be adjusted by the HOA as necessary. Residents should contact the HOA for exact opening and closing information in a particular year.
11. A Rental Room reservation form must be completed and signed by any Renter and submitted to the HOA with \$125.00.
 - a. \$25.000 Reservation/Cleaning Fee (which is non-refundable)

- b. \$100.00 Damage Deposit
 - i. The deposit will be returned if the Clubhouse/Pool area is left clean, which includes vacuuming, mopping, garbage emptied in proper receptacles, and furniture returned to its original place which judgment shall be solely within the authority of the Castleberry HOA. Cleaning supplies may be found in the office annex adjacent to the Exercise Room.
 - ii. Any damages incurred will be taken out of the deposit. Any charges that exceed the deposit will be levied to the homeowner.
 - iii. If rules are not observed or excessive mess is left by Renter or Renter's guests, **Renter's right to use the Clubhouse and Pool may be temporarily suspended or revoked**, according to the sole judgment of the Castleberry HOA.
- 12. The fob to the Rental Room may be obtained from the HOA and must be returned to the HOA after the event concludes.
- 13. Please be aware that the Rental Room occasionally may be rented by someone else later in the same day or the following day, so doors must be locked and fob must be returned promptly after any event.
- 14. The interior of the Rental Room may be decorated, provided that these decorations do not require the use of nails, paint, tacks, or glue (or any material likely to leave a residue) on walls, fixtures, or furniture.
- 15. Use of the Rental Room includes the Rental Room, Restrooms, and the Kitchen appliances. Use of the Pool includes the pool itself and the surrounding tiled outdoor perimeter of the pool, but pool use may not be reserved.
- 16. Activities in the Rental Room must not begin before 10:00 A.M. and must conclude by 10:00 P.M. Exceptions may only be valid upon a writing (or e-mail) from an authorized representative of the HOA.
- 17. Residents must wear shoes while in the Clubhouse.
- 18. Homeowners will be held responsible for the actions and behavior of themselves, family members, and their guests. Fobs may be deactivated for violation of these rules or lack of payment of annual dues to the HOA.
- 19. No smoking is allowed in the Facilities, including the parking lot.
- 20. Residents may have up to four (4) guests in Pool area at one time. Guests are only allowed when accompanied by an adult homeowner. Residents are responsible for cleaning up after themselves and their guests.
- 21. No alcohol is permitted anywhere in the Pool area, Clubhouse, Rental Room, Exercise Room, or Play area, including parking lot.

22. No weapons, concealed or open carried, will be allowed in the Pool area, Clubhouse, Rental Room, Exercise Room, or Play area including parking lot.
23. Excessive noise shall not be permitted. The determination of excessive noise shall be solely the decision of the Castleberry HOA. As the Premises and Pool are near private homes, all those who use the Facilities should be respectful of neighbors.
24. The Facilities' parking lot is only for those who are using the Clubhouse, Rental Room, Exercise Room, Play area and Pool. No other vehicles are allowed.
25. Use of the Exercise Room is NOT included when the Clubhouse is reserved by a homeowner
26. Additional Pool rules are posted outside by the Pool and incorporated by reference into these guidelines. However, in the event of a conflict between these rules and those posted at the premises, the rules in this document shall control.
27. Personal conduct in the Facilities must be such that the safety of self and others is not jeopardized.
28. No pets or animals are permitted in the Clubhouse, Exercise Room, Rental Room, Play or Pool area. Only service animals specifically trained to aid a person with a disability are allowed.
29. The Castleberry HOA is not responsible for loss or damage to personal property or any injury to residents and their guests or family members.
30. A release of liability must be signed by the homeowner when reserving the clubhouse.
31. Violation of these Guidelines constitutes refusal of rental terms.
32. Any adult or guardian who will be responsible for the child's conduct and safety while at the pool must accompany children under 16 years of age. The guardian designated must be at least 18 years of age, and the guardian cannot supervise more than 4 children at one time.
33. The pool must be evacuated at any sign of lightning.
34. Anyone with a contagious skin disorder or other infection may not enter the Pool.
35. Proper swimwear must be worn (bathing suits only, no diapers, cutoffs, etc).
36. Glass containers are NOT PERMITTED. No food or beverages are permitted at poolside.
37. Exercise Room will be available from 05:00 A.M. to 11:30 P.M. daily. Hours are subject to change upon decision by the HOA.
38. Due to the limited size and availability of exercise equipment, only Castleberry residents are allowed use of the Exercise room -- no guests allowed.

39. Children under the age of 18 are NOT permitted to use exercise equipment in Exercise Room.