

Barrington Park Recreational Association, Inc., (BPRA)  
Clubhouse Rules and Regulations

1. The clubhouse is available for BPRA community functions and for BPRA members only.
2. BPRA members may use the clubhouse 1 time in a calendar year at no charge. Any additional uses will be charged at \$75.00 per use.
3. The clubhouse must be booked in advance with the BPRA property management company, NHE. Reservations are only held upon receipt of a \$200.00 security/cleaning deposit.
4. The clubhouse must be cleaned (per the checklist) immediately after each event. Please do not plan to come back at a later time to clean up. Provided there is no damage and the clubhouse is left in a clean condition in most cases the deposit will be returned to the member upon receipt of the signed cleaning agreement and verification of compliance. Regardless of the deposit, the using member will be held responsible for the condition of the clubhouse.
5. The user is required to adhere to the BPRA Clubhouse Rules. Failure to do so may result in forfeiture of part or all of the security deposit.
6. Guests must be by invitation only; "open parties" are not permitted. Guests must be limited to 40 people, due to the size of the Clubhouse.
7. The user of the Clubhouse agrees to indemnify and hold harmless, the Barrington Park Recreational Association, Inc., its Board and Association Members, from any claims, demands or liabilities from the use of the Clubhouse by the undersigned and/or their guests for the stated function.
8. The user must be present at all times during the function for which you have the Clubhouse reserved so as to ensure compliance to the BPRA's rules and regulations. Failure to be present will result in the forfeiture of the **entire security deposit**.
9. Alcoholic beverages may **NOT** be served to anyone under the legal drinking age.
10. Smoking is **NOT** permitted inside the Clubhouse.
11. Pets are **NOT** permitted within the Clubhouse at any time.
12. Furniture may not be removed from the Clubhouse for any reason.
13. If food or drink gets spilled on furniture, do **NOT** clean with any cleaning product. Blot with paper towel and use only water on spot.
14. If moving tables or chairs, pick them up. Do **NOT** drag them or legs will break. Do **NOT** stack the chairs.
15. Common area near Clubhouse cannot be used for accessory structures.
16. Glass is **NOT** permitted in the pool area.
17. The Clubhouse is **NOT** for overnight use.
18. Please instruct all parties attending your event not to park in front of homeowner's driveways or on the grass.
19. Parties have use of Clubhouse **ONLY**. The pool may **NOT** be reserved or used for your party.
  
20. Wet bathing suits are **NOT** permitted on Clubhouse furniture.
21. If fireplace is used, ashes must be cleaned out and taken with you to your residence. Coals may **NOT** be placed in clubhouse trash cans!
22. Absolutely no nails or thumbtacks on painted walls, ceilings or molding. For decorating purposes, use blue painters tape on molding only and remove the tape after function.
23. If the trash from your party does not fit into the trash cans in the pool area, take them with you to your residence. No trash bags may be left outside the clubhouse trash cans!

Barrington Park Recreation Association, Inc.,  
Clubhouse Checklist

Dear Barrington Park Resident:

Entering the Clubhouse requires a code for the front door. On the keypad on the front door you will enter \_\_\_\_\_. This code is just for your reservation. After your event and clean up, you will secure the Clubhouse by exiting the same door, and lock the door by following the directions on the sign posted on the door. The pool area is not part of this Clubhouse reservation.

When even minor tasks are overlooked, extra work is required by the next users. Therefore, this checklist has been created and is mailed to each homeowner at the time they reserve the Clubhouse. After your event, please complete the below check list, sign the form and mail it to the property manager, NHE (see address below).

**BEFORE YOU LEAVE**

1. Return thermostat to original setting and set on AUTO: 65 on heat in winter/ 80 on cool in summer
2. Sweep floors. If food and drink were served, floors must be mopped.
3. Vacuum rug; wipe counters, table tops and appliances.
4. If food or drink gets spilled on furniture, do **NOT** clean with any cleaning product. Blot with paper towel and use only water on spot.
5. Return furniture to original placement.
6. Remove all garbage from clubhouse (including bathrooms) and place in container located near pool gate. Replace all trash bags.
7. Check refrigerator for any spills. Do not leave leftovers in refrigerator and freezer.
8. Wipe any spills in oven, on the stove top and microwave if used.
9. Clean bathrooms, replacing supplies when necessary.
10. Remove all tape on molding if used during function for decorating.
11. If fireplace was used, ashes must be cleaned out and taken with you to your residence. Coals may **NOT** be placed in clubhouse trash cans!
12. Lock windows and doors.
13. Close all blinds.
14. Check that door leading to back hallway is locked.
15. Turn off all lights.
16. Make sure front door is locked when leaving.

**Cleaning equipment and supplies are found in the storage area and in the kitchen cupboards and are provided for your use.**

NOTE: The use of the clubhouse is for residents and their guests. Residents must be present at all times during the use of the Clubhouse.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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