**VOHMA CLUBHOUSE RULES**

1. A Deposit of $200.00 is required to reserve a date for use of the Clubhouse. In addition, the current rental fee is $150.00 per event. Please make out two (2) checks: one for the $200.00 deposit and one for the event rental fee of $150.00. Both checks should be made out to: “**The Village at Minnechaug Homeowners Association**”. The $200.00 deposit check will be destroyed if the Clubhouse is left in the condition it was found. Applicants are responsible for all damages to property, including TV, and will be charged for any cleaning that is necessary. TV remote must be returned with key. Renter will be charged $50 for broken or lost TV remote.
2. Reservations are accepted on a first-come, first-serve basis. The applicant must be a homeowner and current in any assessment or special payments. Please check availability at www.villageofminnechaug.com.
3. The clubhouse key may be picked-up in Marissa Shanbaum’s mailbox before the event. The key must be returned to Marissa's mailbox, 9 St. Andrews, the day after the event by 8:00am.
4. **Duplication of the key is not permitted**. Any violations of this policy will result in additional locksmith fees to change the locks.
5. Events may be held only during the house of 7:00 AM to 1:00 AM. Noise levels must be reasonable at all times. Renters must limit outside noise after 10:00 PM.
6. **The applicant is responsible for actions of their guests** and should not allow the guests to trespass on Golf Course property or other Homeowners property.
7. No hazardous materials may be brought on the Clubhouse property. This includes the use of charcoal grills.
8. To avoid damages to the tables and carpet***, do not drag the tables along the floor***.
9. The Clubhouse must be left in the condition it was found. All chairs should be stacked and tables folded and leaned against the wall. Black chairs go on the rack.
10. Paper towels and toilet paper should be ***restocked*** for the next guest. Only **BLUE PAINTERS TAPE** may be used to hang any decorations on walls….**NO** duct tape, masking tape, scotch tape, tacks, etc. Absolutely NO glitter is permitted anywhere inside the clubhouse.
11. All trash must be removed and floors vacuumed and mopped. Cleaning materials and supplies are in the closet next to the front door.
12. Upon leaving, make sure all windows and doors are locked. The **air conditioning must be turned off** in the summer and in the winter, set the thermostat to “**Heat” – “Auto” and temperature to 56 degrees**. A charge will be incurred if these rules are not followed.