

RULES AND REGULATIONS. (REVISED)
PRIVATE OR SPECIAL USE OF CLUBHOUSE POLO PARK EAST

1. All requests for special or private use of the Polo Park East Clubhouse Must be approved by the Board of Directors of Polo Park East R.O. Association, Inc., prior to the event being scheduled.
2. A copy of these rules and regulations will be presented to each person applying to hold a special or private event in the clubhouse and that person shall sign the application, indicating that he/she has read and agrees to abide by these rules and regulations.
3. Any damage to the facilities or equipment will be the financial responsibility of the person in charge of the event and the costs or repairs and / or replacement will be billed and payable to them over and above all other charges.
4. No cleaning deposit will be refunded prior to inspection by the inspection committee and the decision of the Committee will be final. Deposit will be returned within 10 working days, if facilities pass inspection.
5. There will be no charge for events sponsored by the Board of Directors of the Association or an appointed committee of the Board. (Potluck Dinners, Meetings, Coffee's, or other functions.

6. Summary of Fees for Clubhouse use.		
Use by and for:	Refundable Cleanup	Rent
A resident activity—Does Not close clubhouse to other resident activity.	Resident is Responsible	No Charge See # 7
A resident –Open to all residents. Notice must be posted 1 week prior to event.	\$75.00	No Charge See # 8
By a resident for themselves or immediate family- not open to all residents.	\$75.00	\$100.00 See # 9
By a resident for someone other than family—not open to all residents.	\$75.00	\$ 250.00 See # 10

Approved
5/12/10
P. Subitab.

7. Clubhouse use by a resident for an activity, which does not close the Clubhouse to other residents, will need the approval of the Board of Directors. There will be no charge to the resident for this type of activity. The resident in charge of each activity will be responsible for clean-up.
8. A special event held by and for a resident of Polo Park East and advertised as OPEN to all residents of Polo Park East will require posting of a \$75.00 cleaning deposit by the resident. The resident in charge of the special event will be responsible for clean up.
9. A Private Event held by a resident for themselves or immediate family and NOT OPEN to attendance by all residents of Polo Park East will require posting of a \$75.00 cleaning deposit by the resident. This deposit is refundable only after inspection by the inspection committee, and determination that the facilities are left in satisfactory condition. This type of private event will also require a non-refundable charge of \$100.00.
10. A Private Event held by a resident for someone other than themselves or immediate family and NOT OPEN to attendance by all residents of Polo Park East will require posting of a \$75.00 cleaning deposit by the resident. This deposit is refundable only after inspection by the Inspection Committee and determination that the facilities are left in satisfactory condition. This type of private event will also require a non-refundable charge of \$250.00.
11. Under special circumstances, A Private Event held by a non-resident of Polo Park East and NOT OPEN to attendance by all residents of Polo Park East will require posting of a \$100.00 cleaning deposit. This deposit is refundable only after inspection by the Inspection Committee and determination that the facilities are left in satisfactory condition. This Type of Private Event will also require a charge of \$1000.00.
12. Non-Profit organizations will be negotiated on an individual basis and or contract.
13. Parking arrangements must be made in accordance with the Large Event Parking Policy of PPE and a permit may be necessary.

Note: 1. All fees include the use of the kitchen.
Night events will require immediate clean up if there is a scheduled activity the following morning.