



### CLUBHOUSE RESERVATION AND RENTAL GUIDELINES

Visit [www.desertshores.org](http://www.desertshores.org) to check Event Calendar for availability. ☎ 702-254-1020

The DSCA Clubhouse is intended for the use and enjoyment of our residents and their guests. **It is not intended as a profit-making center for either the Association or any reserving party.** We welcome the cooperation of everyone in adhering to and upholding the following Reservation and Rental Guidelines. The reserving resident is responsible for the actions and conduct of any guest, attendee, or vendor involved with the reservation. Violation of these policies may result in the reserving resident losing part or all of the damage deposit and/or the privilege of reserving these facilities. The minimum damage/non-compliance fee is \$50.00.

The event to be held in the DSCA Clubhouse by the Resident is a private event and is in no way affiliated with DSCA and DSCA has not had nor will have any participation in any aspect of the event whatsoever.

#### GENERAL RENTAL INFORMATION/RULES

- Reservations are taken for only 4 months in advance for an All Day reservation or 2 months in advance for either a 4 or 6 hour reservation.
- Reservations will not be accepted for the following holidays:
 

|                                  |                  |
|----------------------------------|------------------|
| ❖ Memorial Day                   | ❖ Christmas Day  |
| ❖ Labor Day                      | ❖ New Year’s Eve |
| ❖ Thanksgiving and the day after | ❖ New Year’s Day |
| ❖ Christmas Eve                  |                  |
- Reservations will not be accepted on dates set aside for DSCA meetings or social functions.
- No commercial, for profit or recruitment events are allowed.
- No events that are advertised to the public are allowed.
- The Clubhouse event hours are: 10:00 AM to 10:00 PM Sunday – Thursday and 10:00 AM to 11:00 PM Friday & Saturday. Members, guests, all personal property, and equipment must be out of the facility by 11:00 PM Sunday-Thursday and 12:00 AM Friday & Saturday. An additional charge of \$50 per fifteen minutes past 11:00 PM Sunday-Thursday and 12:00 AM Friday & Saturday will be deducted from the deposit.
- Arrangements must be made in advance for equipment delivery or pick up outside of the rental time and will not be allowed if in conflict with another reservation. DSCA Staff will not be responsible to receive or allow pickup of any item(s), so applicant must be present.
- Any loading, unloading, and/or delivery vehicles using the area in front of the Administration Office must remain on the asphalt road and are prohibited from pulling up to the gate and/or being on the sidewalk area in front of the office.
- All applicants must be a DSCA resident with a current ID card.
- The reservation is not confirmed until all forms are signed and checks received.
- The same DSCA applicant must be present during the reservation period, show their ID and sign in and out with staff or Clubhouse Host. If at any time the applicant is not on site during the event this will result in forfeiture of deposit. Staff or Host will verify throughout the event. Applicant Initials
- **Subletting of the facilities to third parties will not be permitted.**
- The Lagoon cannot be reserved or closed to other residents during any reservation. Restrooms are available to other residents during any reservation.
- The Clubhouse and the picnic area cannot be reserved at the same time for the same party.
- **MAXIMUM CAPACITY is 100 (standing or seated) and is not to be exceeded.**
- All guests using the lagoon pool must adhere to all swim rules including proper attire.
- Applicant is allowed, when requested, exclusive use of traffic circle for use of food trucks or BBQ grills. This is the only authorized location for any type of food cart or grills and must at all times be over an appropriated sized drop cloth or tarp.
- Clubhouse rental is only exclusive to the interior of the clubhouse and doesn’t include outside areas around the clubhouse, park area, lagoon pool, restrooms or boats. Lagoon, park and boat rentals are subject to regular posted operating hours. Applicant Initials
- Parking in Red Zone areas of the traffic circle are allowed only for immediate loading and unloading.
- Chest freezer is available in the storage room but applicant must notify staff 24 hours in advance of use to be plugged in and ready for event.

- Children may not be allowed to run or play unsupervised outside of clubhouse.
- Applicants will be required to provide accurate event times, set-up times and delivery times for their event so that staff and Clubhouse Host can be properly scheduled.
- Firearms are prohibited including private security sub-contracted by the applicant.

### **VIOLATION OF POLICIES MAY RESULT IN FORFEITURE OF SOME OR ALL OF DEPOSIT**

#### **SET UP & CLEAN UP**

- The applicant shall arrange for all deliveries and pick-ups and must be present to handle them.
- DSCA furnishings cannot be removed from the Clubhouse. Additional furniture, props, equipment, inflatable bounce houses, slides, trampolines, etc. are not permissible in the lagoon/park area and must be kept within the Clubhouse interior or stored inside the outside storage room. Only toddler sized inflatable bounce houses are allowed to be used inside the clubhouse, subject to approval.
- The resident responsible for the reservation must check in with staff or host, show DSCA ID card and sign the check in form.
- The resident responsible for the reservation must check out with staff, show DSCA ID card and sign off on the inspection form.
- DSCA will not be responsible for or store any equipment, furniture or supplies delivered to or left on the premises.
- **The use of staples, tacks (except on top side of sound boards) nails, adhesives, etc. on couches, ceiling, walls, windows, light fixtures, ceiling fans, wall sconces or ANY surface is strictly prohibited.**
- Tape is allowed but must never be used on the windows that have window tinting applied. Applicant will be responsible for any damage caused by tape including damage to window tinting and paint.
- **Deep fryers are not allowed.**
- **Smoking is not allowed in the DSCA Clubhouse and only in designated posted locations outside.**
- **No grills are allowed both inside and outside of the clubhouse except in the traffic circle over appropriate sized drop cloth/tarp.**
- Free standing signs and/or balloons are allowed in 3 location (see map), the west parking lot entrance (not on the sidewalk), in front of the round-a-bout island and on the lagoon gate nearest the clubhouse entrance. Signs must be attractive and professional and approved by the DSCA Staff or Host.
- **Clubhouse Clean Up consists of:**
  - Removing all leftover food and equipment from the kitchen.
  - Wipe down of all kitchen counters, sinks, microwaves, etc.
  - Removal of all tape from walls, window frames, tables and chairs.
  - Wiping off and returning all DSCA tables & chairs to their proper storage.
  - Emptying all trash cans and carrying trash bags to the parking lot trash container.
  - General sweep up and cleaning of spills and food particles.

#### **NOISE RESTRICTIONS**

Desert Shores is a neighborhood community with residences in close proximity to the DSCA Clubhouse. Noise disturbance is of the utmost concern to our residents. Cooperation and consideration from the reserving parties is not only requested but required.

- Live bands or disc jockeys are allowed only inside the Clubhouse except for DSCA events.
- NO OUTSIDE MUSIC OR SPEAKERS ARE ALLOWED except for DSCA events.
- All Clubhouse doors are to remain closed to contain noise and heating and cooling.

#### **MAKING RESERVATIONS/PRIORITY LIST**

- Master HOA/committee meetings or community events have priority in all cases, with no restrictions.
- Sub-HOA meetings can make reservations up to 12 months in advance.
- Clubs/Social Committee Activities can make reservations up to 3 months in advance for Mon.-Thursday and 7 days prior on Fri.-Sun.
- Private 4 & 6 Hour Events can be reserved no more than 2 months in advance.
- Private All Day Events can be reserved no more than 4 months in advance.
- Please visit the website calendar to check availability for your event at [www.desertshores.org](http://www.desertshores.org)

**FEES AND DEPOSITS**

- No cash accepted. Make checks or money orders payable to Desert Shores Community Association.
- Damage/Compliance Deposit check must be separate from the rental fee payment. The rental charge will be receipted and the deposit check will be held in the office until after the reservation date. If there is no property damage or agreement violations, the deposit check will be returned by mail within 48 business hours after the reservation.
- Minimum damage/non-compliance fee is \$50.00.
- A \$20.00 fee will be charged to the homeowner assessment account for any returned check.
- Private Clubhouse Rental Times, Fees & Deposits:
  - Damage/Compliance Deposit (check only) \$500.00
  - 4 Hour: Only between the hours of 8:30 AM to 2:30 PM \$175.00
  - 6 Hour: 8:30 AM to 2:30 PM or 4:30-11:00 PM (12:00 AM Fri. & Sat.) \$210.00
  - All Day: 10:00 AM to 11:00 PM (Sun.-Thurs.) or 12:00 AM Fri. & Sat.) \$250.00
  - Notice: Afternoon events **WILL NOT** extend past 2:30 PM to provide enough time for the cleaning crew to prepare the clubhouse for the evening rental. This means the event and post cleanup is to be completed no later than 2:30 PM – **NO EXCEPTIONS.** Applicant Initials
  - Notice: Evening events **WILL NOT** extend past 11:00 PM Sunday-Thursday and 12:00 AM Friday & Saturday – **NO EXCEPTIONS.** Applicant Initials

**EVENT HOST**

An event host will be available for all private reservations for the following: checking in/checking out, answering any questions, monitoring access through side clubhouse gate, assuring rules are being followed, assuring applicant is onsite throughout the event and to assist with any issues the applicant may encounter with the clubhouse. Please understand that their primary job is to be a host and may have other duties while on site. They are not allowed to assist with set-up or clean up.

**CONDITIONS OF THE PREMISES**

- DSCA authorizes the Applicant to use the Clubhouse without warranty or guarantee or any responsibility of any kind as to the condition of said premises.
- DSCA shall not be responsible for maintenance of the premises during the event. Applicant assumes the risk of inspecting the premises prior to the event to assure that it is suitable and in an acceptable condition for the event.
- Check In/Check Out forms are required with applicant signature.

**CANCELLATION POLICY**

Cancellation for a clubhouse rental must be received five (5) calendar days in advance or a fee of \$50.00 will be assessed. Allow up to 10 business days for refund.

**INDEMINITY AND HOLD HARMLESS**

The Applicant agrees to indemnify, defend, and hold the Desert Shores Community Association (DSCA) harmless from and against any and every claim, liability, loss, damage, cost, expense (including attorney’s fees, consultant’s fees, and court costs), award, fine, or judgment, with respect to or arising out of the event held by the Applicant at the DSCA clubhouse and lagoon facility, including (without limitation) any claims, liability, loss, damage, costs, expense, award, fine, or judgment arising by reason of death or bodily injury to persons, or injury to property.