## Clubhouse Use

With the new audio-visual equipment and alarm system in the clubhouse, the following are requirements for usage by owners:

- Reservations are required and can be made through Nick Evans at PPM: <u>nevans@ppminternet.com</u>. Information to be provided: primary renter, date/time, purpose, number of attendees, insurance waiver if alcohol will be served.
- Only owners can make reservations for themselves or their renters.
- Reservations must be made at least 7 days in advance.
- A reservation fee of \$100 will be charged to an owner's account and is fully/partially refundable providing that the clubhouse is clean, trash is removed and equipment is not damaged or missing. A board member will inspect after use and authorize refund of fee minus any documented issues.
- PPM or designated Board member will be responsible for remotely deactivating/reactivating alarm and unlocking/locking door.
- Audio/visual equipment is only to be used for Board meetings or other Board activities.
- Clubhouse usage is allowed between 8am and 8pm.