

**CHANDLER CREEK HOMEOWNERS' ASSOCIATION  
MULTI-PURPOSE ROOM RULES/CONDITIONS OF USE**

**Reservations:**

- Reservations must be made via the CCHOA website: <https://www.chandlercreekhoa.org/rsvp>
- Reservations may be made Sunday through Saturday during the hours of 11am to 3pm or 4pm to 8pm (4-hour blocks each). Reservations are limited to one 4-hour time block per day per registered homeowner or tenant.
- Booking a reservation via the CCHOA's website constitutes agreement of all the rules/conditions herein including the cleanup requirements.
- Reservations must be made one (1) week prior to the date of the event, or the reservation may not be honored.
- Reservations are not considered final until a confirmation email is received from the CCHOA official email account.
- The CCHOA has first right of use on holidays (Memorial Day, Independence Day, and Labor Day). If the CCHOA is not hosting an event on these holidays, homeowners may reserve the multi-purpose room in accordance with these rules.

**Deposit Requirements:**

- **Registered homeowners** are not required to place a deposit for use of the multi-purpose room. However, if inspection of the multi-purpose room or the property therein reveals damage or the multi-purpose room is not left in the condition it was found, a charge of \$100 will be added to the registered owner's CCHOA account in addition to any damage costs, and all costs will be due and payable to the CCHOA within 30 days of notice of such.
- **Tenants** must provide a deposit (**personal check only**) in the amount of \$100, which will be voided upon inspection of the multi-purpose room, providing there is no damage to the multi-purpose room or the property therein. If damage is found or the multi-purpose room is not left in the condition it was found, the deposit will be forfeited and deposited by the CCHOA.
- **Tenants** may also be required to show proof of residency (copy of 1<sup>st</sup> and last page of current lease).
- The deposit check must be provided at least one week in advance of the reserved date. Tenants are required to email [contact@chandlercreekhoa.org](mailto:contact@chandlercreekhoa.org) to make arrangements for dropping off the deposit.

**Rules/Conditions of Use:**

- The multi-purpose room and the entire amenity center is the property of the Chandler Creek Homeowner's Association.
- **Only members in good standing (assessments are current) can reserve the multi-purpose room. Tenants whose landlords are delinquent will be denied use of the multi-purpose room while a delinquent balance remains.**
- The registered owner (or tenant) must be present for the entire duration of the function for which the multi-purpose room is reserved.
- Unattended children are not allowed in the multi-purpose room at any time without adult supervision.
- **The registered owner or tenant reserving the multi-purpose room is allowed a maximum of 25 additional guests (no exceptions). Violations of this maximum guest rule may result in use of the multi-purpose room being revoked.**

- The access key for the multi-purpose room, if provided, must be returned to the designated committee member, Board Member, or management company (PS Property Management) the following morning by 10:00am or the next business day. Any access codes provided may only be shared with your guests for the purpose of entering the front gate and door to multi-purpose room.
- Any access code provided to the homeowner may only be used during the time of the reservation (11am to 3pm or 4pm to 8pm). IF IT IS FOUND THAT THIS CODE IS USED AT ANY OTHER TIME THAN DURING YOUR RESERVATION BY YOU, MEMBERS OF YOUR HOUSEHOLD OR YOUR GUESTS, YOU MAY FORFEIT YOUR RIGHT TO FUTURE RESERVATIONS AND/OR FORFEIT YOUR RIGHT TO ACCESS TO THE POOL.
- The room must be cleaned and **vacated no later than 3pm** for the 11am to 3pm time block **or no later than 8pm** for the 4pm to 8pm time block. Violations may result in suspension of ability to reserve the room in the future.
- The registered owner or tenant making the reservation is responsible for cleaning the multi-purpose room and returning it to the condition it was found before leaving the room. Please refer to the Multi-Purpose Room Clean-Up Check List (see below)
- **Alcohol may not be served or consumed on any CCHOA premises** (including the parking lot). The entire CCHOA property is **SMOKE FREE**.
- Pets are not allowed anywhere in the entire amenity center at any time.
- **NO EXCLUSIVE USE OF THE POOL comes with a reservation of multi-purpose room. Should your event occur during seasonal pool operating hours, all CCHOA Pool Rules and Regulations apply. No pool furniture is to be brought into the multi-purpose room.**
- Miscellaneous decorations require prior approval. Scotch tape, masking tape, duct tape may never be used on the facility walls, doors, windows, or fixtures. **The only allowable tape is “painters’ tape”**. Any allowed decorations, and their support system, must be removed before exiting the multi-purpose room.
- No outside furniture (tables, chairs) is allowed without prior approval.
- Parking must be in the parking lot or other designated parking areas. No parking in the circle drive in front of the amenity center or on grass areas. Parking is for registered owners, tenants and guests and is available on a first come, first served basis.
- Noise level should be kept to a minimum. Williamson County noise ordinances will be enforced.
- Registered homeowner or tenant is responsible for the actions of all their guests. In the event of a disturbance or other unruly behavior, the Board and/or its security company may shut down the event and request everyone to depart the premises. All rulings are final and shall not be debated with HOA representatives (Board or security).

#### **Acknowledgement of Rules & Conditions:**

- The rules and conditions acknowledgement form must be signed and returned prior to your reservation date or your reservation may be cancelled. You will receive a copy of the form when the HOA sends your reservation confirmation.

***Please note: The Board reserves the right to revise/amend these rules at any time without prior notice.***

## **CHANDLER CREEK HOMEOWNERS' ASSOCIATION MULTI-PURPOSE ROOM CLEAN UP CHECKLIST**

- **All trash and debris must be removed from the multi-purpose room and disposed of by the registered owner or tenant at their own home.** No trash is to be left behind. Kitchen-sized trash bags will be available in the cabinets for your use.
- Sweep and wet mop when there have been spills. Use water only.
- Clean sink, counters, microwave, and refrigerator. **DO NOT** leave anything in the refrigerator. Make sure all food items, crumbs, etc. are removed and/or cleaned up.
- All personal items left behind may be discarded if not claimed within 2 days.
- Return all chairs and tables to their original position.
- Turn off all interior lights. Make sure all doors are locked and secure prior to exiting the multi-purpose room. Make sure the roll up door facing the pool is secured and locked.
- Remove all marks (from decorations, smudges, spills, etc.) on walls, tables, and chairs.
- Approved decorations, signs, balloons, both inside and outside the multi-purpose room, must be removed and disposed of properly.
- Return the access key, if provided, to the committee person, Board Member or management company (PS Property Management) the day following your rental (or the next business day).
- If you arrive at the multi-purpose room and find its condition less than satisfactory, please notify us and send pictures (if applicable) immediately via email ([contact@chandlercreekhoa.org](mailto:contact@chandlercreekhoa.org) **AND** [help@psprop.net](mailto:help@psprop.net)).

**Any violations not expressly mentioned above may result in a charge to your CCHOA account or forfeiture of all or a portion of your deposit. The registered owner or tenant reserving the multi-purpose room is responsible for all cleaning, as well as any damage, or vandalism that occurs as a result of the multi-purpose room being left unlocked/unsecured. Damage to any furniture, windows, walls (including small holes made by tacks or decorations) or other structures will be assessed and replaced/repared at the registered owner's expense. With respect to tenants, any damage or resulting costs of damage may be reported and/or assessed to the registered owner of the rental property.**

***Please note: The Board reserves the right to revise this checklist at any time without prior notice.***