



FACILITIES USE POLICY

Our beautiful Lodge and Campground in Sierra Brooks is for the exclusive use, enjoyment, and recreation of all property owners in **good standing*** with the Sierra Brooks Property Owners Association (SBPOA) and their guests. Members are invited to use the designated recreational areas in accordance with Lodge and Campground Policies. The Lodge is a **smoke free** facility. To insure the personal safety and protection of all the SBPOA assets, for all using the Lodge or Campground, the following policy shall be observed.

*Good Standing means a property owner is current on all Association dues in accordance with CC&R Article IV, Section 1, Paragraph C which states in part "The right of the Association to suspend the voting right and right to use of the recreational privileges within the common area by an owner for any period during which an assessment against such Owner's Lot remains unpaid."

1. The Lodge building, grounds, and campground are available for all association meetings, committee meetings, association social functions, member functions, Loyalton Volunteer Fire Department, and Loyalton Rotary Club, and High School Boosters. The Loyalton Rotary Club and High School Boosters are both non-profit organizations that support our community and children. Members may reserve the Lodge and/or campground for immediate family members. The Lodge may be used for such functions as weddings, receptions, anniversaries, birthday parties, and family reunions. All member functions must be hosted and financed by the property owner. The property owner **must be present** at the function.
2. Minor children shall be under the supervision of an adult at all times while on the Lodge property (abide by the playground equipment rules as posted).
3. The Lodge Playgrounds are closed at sun down. Please abide by County curfews.
4. Recreational equipment is available and may be checked out by an adult member through a board member or the Reservation Coordinator. The equipment is for use at the Lodge only. Use of the large TV, audio, visual, sound equipment etc. shall be used by adults or under the supervision of an adult guardian. The pool table may be used by children if supervised by adult. Said adult / member will be financially responsible for any damage to the table and accessories.
5. Lodge playground equipment is available to all members' family and guests. Children 9 years and younger must be accompanied by an adult 18 years or older. Rules must be abided as posted.
6. Per common grounds insurance police, no skate boarding is allowed on the Lodge property.
7. For safety reasons the designated Reservation Coordinator must be notified when the Lodge is vacated after any function. Also notify the coordinator of any damage or concerns regarding the Lodge or campground.

8. Animals are not permitted in the Lodge except for service animals. There is a leash law in effect throughout the community. Dogs must be on a leash at all times while on the lodge property. Dogs are not allowed in the playground area.

9. Renters: The CC&Rs Article IV, Section 2 allows any property owner to delegate his right of use and enjoyment to the Common Area to the members of his family or his tenants who reside on his Lot. Renters with written permission from the property owner may use the Lodge and the facilities including the campground. The property owner must be in good standing as defined on page (1) paragraph (1) in order to use the facilities. The reservation must be for the renter and their immediate family. All renters must abide by the Lodge Use Policy.

10. Reservations:

A. Reservations may be made by property owners in good standing.

B. Lodge use is limited to a maximum capacity of 299 guests.

C. Property owners or renters reserving the Lodge are responsible for leaving it clean inside and out as well as the removal of all garbage as we are no longer serviced by the local trash removal company. Refer to attached Lodge Cleanup and shutdown checklist.

D. The following equipment shall not be moved without the Boards approval: pool table, audio/visual equipment, and large TV.

E. The facilities use form must be filled out completely, by way of the paper form or online form (Reservation System) indicating the purpose of the use. Deposit and usage fees owed should be paid 14 days prior to the function.

F. All functions must end by 12:00 A.M. and cleanup completed by 1:00 A.M. If further cleanup is necessary, with approval at the time of the reservation, it shall be completed before 12:00 noon the following day. Any extension of hours for a reservation is upon the approval of the Reservation Coordinator and Board

G. This policy will be posted on the bulletin board in the lobby of the Lodge.

H. All doors must be unlocked during the function. (Fire Safety)

I. No overnight staying is allowed in the Lodge or grounds unless approved by the Board of Directors.

DEPOSITS & USAGE FEES:

LODGE FEES

Under 100 guests \$50 **per day** + Refundable Deposit

Over 100 guests \$75 **per day** + Refundable Deposit

REFUNDABLE DEPOSITS

Under 50 Guests - \$250.00

NON-PROFIT 501(c)(3) Meetings are free. However, ***use of the facility to raise funds and donations and / or profits, the above usage fees apply.***

Any cleaning or damage repairs will be deducted from the security and cleaning deposit and / or applied to member statement balance if not paid. Unpaid usage fees or costs of any repair may be applied to member' billing statement. The property owner or renter will be billed should there be any excess charges. If the heaters are left on after a function, 50% of the cleaning deposit will be withheld.

15. The reservation Coordinator shall do a walk through, in advance, to acquaint the property owner with the operation of the Lodge and what is expected of the reserving party. The Board shall keep a current check list showing the condition of the Lodge and Campground.

16. Cleaning materials and supplies (mops, vacuum cleaner, and cleaning rags) will be available. Additional paper towels and toilet paper will be provided. Users must report shortages so they can be replenished.

The carpet and vinyl flooring must be protected from scratches and stains. A plastic runner is required when food is served in the main meeting room (runners available upon request).

17. Cleanup: Clean all facilities, rest room, kitchen, and outside grounds. Any dishes or utensils used during a function must be washed and put away. Removal of ALL garbage on the premises is the lodge renter's responsibility. You must remove all your trash. All floors and carpet must be mopped and vacuumed. If used, BBQ grills must be cleaned and ready for use. PLEASE DO NOT USE BRIQUETTES IN THE GAS BBQ'S.

The person reserving the Lodge is responsible for keeping all SBPOA's equipment, chairs etc. in the Lodge. Please prevent any chairs, tables, kitchen equipment belonging to the SBPOA from leaving the Lodge. All brought in furniture must be kept separate from the lodge's furniture.

18. Damages: Restitution for damages, including but not limited to appliances, floors, walls, window coverings, furniture, electronic equipment, pool table, and any missing accessories shall be the responsibility of the member signing the Facilities Use Form. A statement with any damages and cost for repair or replacement will be given to the member responsible. The responsible member shall pay the amount due within 45 days of receiving the statement of cost. If cost for damage is not paid, the Board, in accordance with the CC&Rs can place a lien against the member's property until all restitution is paid.