

Group Leader Rules & Regulations Form

Leaders who utilize the Clubhouse for group meetings such as; but not limited to: Scouts, sport team gatherings, Moms Club, Book Club, workouts, are required to follow the lists of rules below.

- (A) Leader must be a WCA Member to utilize the lodge.
- (B) Leaders are solely responsible for thorough cleaning/pick-up after use of any area(s) that they occupy during their meeting and agree to leave the Lodge in the same condition found before leaving the premises.
Sweep/vacuum/mop floors of the area you use and wipe down all surfaces (especially glass tables and doors).
- (C) A **walk-through of the bathrooms is required** by the Leader every time before leaving the lodge to make sure there are no messes left behind. All cleaning supplies are located down the hall adjacent to the bathrooms.
- (D) Leaders are fully responsible for the conduct and action of all persons using the Lodge during use. i.e.: running in hallways, foolery, etc.
- (E) No smoking is prohibited in the Lodge. If smoking outdoors on Lodge property, cigarette disposal is not permitted on property or surrounding areas.
- (F) No member shall permit persons under the age of eighteen (18) years to use or occupy the Lodge without the on-site supervision of a suitable number of persons twenty-one (21) years of age or older.
- (G) Anything and everything brought into the Lodge must be removed thereafter. This includes, but not limited to: all food, drink, crafts, and trash generated during the event/meeting. Trash bags are provided under the kitchen sink or at the bottom of the trash can.
- (H) Any furniture moved during the meeting must be returned to its original location thereafter. Room photos are provided in each room for reference.
- (I) Any décor hung is to be removed with great care to avoid any damage. *Painters tape only. *No thumbtacks or scotch tape permitted.
- (J) The following items are strictly prohibited in the Lodge and exterior patio and sidewalk areas: confetti, glitter, sparkles, glitter or confetti filled balloons, or any other similarly small and difficult items to clean. This includes standing or hanging decorations/objects.
- (K) Managing agents reserve the right to terminate usage of the Lodge if violation of any term of the signed agreement is not met.
- (L) The WCA or Management of the Lodge shall not be responsible for the loss of property left on the premises.
- (M) Managing agents shall exercise the right of authorization or denial use of the Lodge if such conditions and restrictions are reasonably necessary to protect the property interest of the harmony of the community.
- (N) YOU MAY OPT TO PAY FOR THE CLEANING SERVICE \$75 IF YOU WOULD LIKE TO WAIVE CLEANING RESPONSIBILITIES. If you pay for cleaning, you will still have to empty the trash if it is 50% full.

Member Signature: _____ Printed Member Name: _____
Today's Date: _____ Phone Number: _____ Address: _____
Email: _____ How many people: _____
Type of Event (Scouts, book club, etc): _____
Start Date: _____ End Date: _____ Time (start to finish): _____
Requested Day(s) of the Week: _____

PLEASE DESCRIBE YOUR EVENT: