



High Valley Country Club

Clubhouse Rental Policy and Rules

The clubhouse will be rented to qualified members only for private parties. (Qualified members must be current in their dues.) The Application must be presented to the Clubhouse Manager or Operations Manager. The member who submits the application will be responsible for any damage or breakage. One key will be assigned to the applicant. The Facility must be left clean and undamaged and the key must be returned promptly after the event.

The clubhouse rental fee is \$50.00. A \$100.00 security deposit will be returned subject to deductions outlined below. Other damages will be billed in addition. *There is no charge for rental when the event is open to all High Valley members.*

Clubhouse cleanup must be complete by 8 a.m. the following day when the clubhouse is open in season or noon the following day when the clubhouse is not open. The Clubhouse Manager shall check the clubhouse before the deposit is returned.

If the applicant has more than four violations, no part of the deposit will be refunded.

Cleanup rules shall be as follows and each failure shall result in a \$25 charge.

- Wipe off all chairs and put back in place. Stack chairs no more than 5 high.
- Remove all decorations from the premises.
- Wipe all tables and put them away. Folding tables are put in the back store room.
- Vacuum rug and clean any spots. Vacuum and vacuum bags can be found in the kitchen cabinet next to the refrigerator.
- Clean upstairs and stairway if used.
- Sweep and mop kitchen.
- Wash and put away all dishes and utensils.
- Empty and clean coffee pots.
- Check microwave, oven, and refrigerator. Make sure your food or trash is removed from clubhouse area or surrounding grounds.
- Wipe off counters, inside refrigerator, microwave, stovetop and inside oven.
- Put used dishtowels and cloths/rags (found in bank of drawers) in single sink in kitchen.
- Empty garbage bins, replace liners, haul garbage away.
- Turn furnace down to 55. Be sure that upstairs outside door is locked and lights off.
- Latch all windows, be sure that all exterior doors are locked, and return key to the clubhouse manager.

Failure to comply with the following rules shall result in the forfeiture of the entire deposit.

NOTES:

- Smoking is not allowed in the High Valley clubhouse.
- The light in the back store room remains on at all times.
- Supply your own coffee, sugar, disposable cups, paper towels, garbage sacks, etc.
- No liquor is to be served to minors on the High Valley premises.
- Drugs are not permitted on High Valley premises.