

SUMMERSET AT BRENTWOOD II
AUTHORIZED CLUB SPECIAL EVENT USE REQUEST

Authorized Clubs' requests to use the Clubhouse are subject to Rule 8.1 and Authorized Club Use Instructions. To make a request, a current Authorized Club Use Instructions form must be on file with the Office Administrator ("Office Admin"). The Clubhouse can be reserved up to six (6) months in advance. Dates requested more than six (6) months in advance are considered tentative. If more than one Club requests a date, a representative from each Club will draw lots to determine which Club is assigned the date.

Complete this form and return it to the office. The Office Admin will advise if the requested dates are available.

The Board of Directors' approval is required for events ending after 10 PM, business use, multiday events, or events in the pool area.

Club Name _____

Event _____

Club Representative _____

Address _____

Phone _____ Email _____

Requested Use Date(s) _____ Start Time _____ End Time _____

Expected Number of Guests _____ (150 maximum)

Describe any music, entertainment, or special activities _____

Requested Set-Up Date (if not the day of event) _____ Time _____

Requested Clean-Up Date (if not immediately after the event) _____ Time _____

Club Representative Signature _____

For Association Use Only

Date _____ On file: ___ Annual Update ___ Signed Use Instructions

___ Approved ___ Denied Reason: _____

If denied, Applicant may appeal a denial to the Board of Directors for a final decision.

Authorized Representative signature _____

SUMMERSET AT BRENTWOOD II

AUTHORIZED CLUB USE INSTRUCTIONS

Authorized Clubs are entitled to preferential access, equitably with other Authorized Clubs, for the use of Association facilities. Clubs must follow the CC&Rs, Operating Rules, and public laws when using the Clubhouse. This form must be signed and kept on file in the office after the Board authorizes a new club, when club representatives change, and must be updated at least once per year. Clubs that do not comply may have their privileges for Clubhouse use suspended or rescinded. See the Office Administrator ("Office Admin") with any questions.

CLUBHOUSE USE

1. No business may be conducted without prior Board approval.
2. Regularly Scheduled Meeting/Activities (must be listed on Master Calendar)
 - a. The smallest area practical relative to the size of the group should be used. Any size group may use the ballroom provided there is no conflict with a larger group or a scheduled event. When groups use the ballroom, other uses may occur simultaneously.
 - b. Groups of 24 or less may use the craft room.
 - c. Groups of 12 or less may use the library.

OCCASIONAL LARGE GROUP EVENTS

1. Large group events listed on the Master Calendar may require time for set up and clean up.
 - a. In such instances, some regularly scheduled activities may be relocated or cancelled.
 - b. The Office Admin will make every effort to notify groups in advance if/when their activity will be impacted.
2. To reserve the ballroom for a large group event, an Authorized Club Special Event Use Request form must be submitted to the office.

STORAGE

1. Available storage (may have to be shared) will be assigned by the Board.
2. Items purchased by a club for its sole use must be stored in the club's designated storage area or somewhere other than a common area.
3. Items that are bought by the Association or a Club for Association use become the property of the Association and may not be claimed later. Storage for those items will be provided by the Association with access to all groups.

KEYS

1. The Office Admin manages the keys. Master keys are kept secure in the office.
2. One person from the Club will be issued a key to the Club's assigned storage area.
3. Duplication of Association keys by anyone other than the Board is not permitted.
4. The Board may recall keys at any time.
5. Keys for the Association storage closet, locking fridge, and freezer can be signed out of the office prior to an event. The person requesting keys must sign them out. The keys must be returned to the office (and signed in) as soon as practicable after the event.

USE OF ASSOCIATION EQUIPMENT/ITEMS

1. Clubs may use any equipment/items purchased by or gifted to the Association including but not limited to the blue background drape kit, appliances, chafing dishes, coffee urns, glasses, flatware, plasticware, etc.
2. Locking fridge and freezer
 - a. When a Club has scheduled an event, it may place perishable items in the locking fridge or freezer prior to the event.
 - b. Clubs will be assigned storage space in the locking fridge and freezer and may store no more than four (4) shelves of food and/or beverages between events/meetings unless other Clubs do not require the space for an event. Items (or the shelf they are on) must be clearly labeled with the club's name.
 - c. Items stored in the fridge between events may have to be rearranged or removed when another club requires space for items prior to an event.
 - d. Items that are past the expiration date that are left in the fridge/freezer may be discarded without prior notification.

BAR

1. All Clubs that sell or provide alcohol at any event must purchase a Daily License from the CA Dept. of Alcoholic Beverage Control (ABC) in advance and have an ABC certified Responsible Beverage Server onsite for the duration of the event.
2. It is preferred that the portable bar be set up on a hard surface due to possible spills. If set up on a carpeted area, spills should be immediately addressed, and the area thoroughly cleaned.
3. Alcoholic beverages must be consumed within the building.

PRE-EVENT SCHEDULING

1. Determine a date; contact the Office Admin to see if the date is available on the Master Calendar.
2. An AUTHORIZED CLUB USE REQUEST must be submitted for each requested date.
3. Approved events will be added to the Master Calendar
 - a. Prior Board approval is required for multi-day events, events held in the pool area, or events that exceed 10 PM.
 - b. Flyers (on 8.5 x 11 paper as a PDF file) may be emailed to the office or clubs may ask the Office Admin to create one to be posted on the main Clubhouse bulletin board.
 - c. Flyers are usually posted no more than two months prior to the event.

PRE-EVENT SET-UP

1. Clubs are responsible for arranging help to set up tables and chairs.
2. Decorations, tables, and chairs may be set up the day prior to the event (with preapproval from the Office Admin) or on the day of the event.
3. Use of tacks, staples, tape, nails, glue, etc. to hang decorations on walls is NOT permitted.
4. Removable mounting putty (stick tack) may be used on walls but must be completely removed at the end of the event.
5. Confetti and glitter are specifically FORBIDDEN. Its use may result in a cleaning charge for the Club.
6. NOTHING may be affixed to the fabric acoustic panels in the ballroom.

DURING EVENT

1. The fitness room remains available to residents including during events.
2. Club members and guests must follow Rule 8.1 and the Authorized Club Use Instructions.
3. The sound volume must be kept to a reasonable level (as per City of Brentwood ordinances) to avoid creating a nuisance.
4. If alcohol is sold, a Responsible Beverage Server must be in attendance during the entire event.
5. Exterior doors should remain closed.
6. Alcoholic beverages must be consumed within the clubhouse.
7. Smoking or vaping is NOT permitted in the Clubhouse or within 20 feet of the outside of the clubhouse.

POST-EVENT CLEAN-UP

1. The Clubhouse must be restored to its original condition immediately following the event unless the Club has requested and been approved to clean up the day after the event.
2. There may be a charge for a licensed/insured cleaner after an event if the Clubhouse is not cleaned to Association standards.

CLEAN-UP RESPONSIBILITIES

1. Broom, sweeper, and mop are in the hall closet where the ladders are.
2. Cleaning products are in the Association/Rascal closet or the Maintenance closet in the women’s restroom (must sign out keys).
3. Cloth towels are in a drawer in the kitchen. Take used dishtowels/tablecloths home, wash, and return as soon as possible.
4. Paper towels are on the counter.
5. Remove all decorations.
6. Wash dishware/utensils or load and run dishwasher. Unload clean dishware/utensils and put them away as soon as possible.
7. Wipe all tables, countertops, sinks, and any used appliances.
8. Wipe spills in refrigerator/freezer (and relock if in the kitchen)
9. Sweep and mop spills on hard surface floors.
10. Wipe spills on chairs and carpets.
11. Vacuum carpeted areas.
12. Empty trash and reline with provided bags; take trash and recyclables to garbage area.
13. Break down all boxes, flatten, and put in recycle bin in garbage area.
14. Return tables, chairs (stack ONLY 8 high in storage area), and other furniture to original locations.

I, _____, for the _____ have read and shared the above with the officers or coordinators of the Club. It is understood that violations of the Instructions may result in our club’s privileges being suspended or revoked. Repeated violations may result in revocation of our club.

Club Representative Signature

Date

Authorized Representative Signature

Date