

POLICY ON RESERVATION AND USE OF THE CLUBHOUSE

The Clubhouse is privately owned by Malvern Club members in common and is for the exclusive use of the association and its members, their families, and their guests. The Clubhouse is not available for use by the public for any reason and is not a public facility. Only Malvern Club members in good standing may reserve the Clubhouse for their own personal use or for an organization of which they are a member, e.g., church group, social club. The Clubhouse may not be used for any commercial activity, without exception. The Malvern member who requests the reservation must host and attend the function for its duration. The only exception to this last rule is for overnight stays by the member's family and guests. In all cases, the member is liable for the cost of repairing any damage done to the Clubhouse or its contents.

Clubhouse Reservations

1. Reservations may be made no earlier than 6 months in advance.
2. The Clubhouse may be reserved for up to 7 consecutive days at a time. If at the end of the 7 days the Clubhouse has not been reserved by another member or reserved for a Malvern association event, you may continue your stay for up to one additional week. In no case may the Clubhouse be occupied for more than two weeks at a time without prior Malvern Board approval.
3. A \$100 damage deposit will hold the reservation. The deposit will be used to defray any cost incurred by Malvern Club for any cleanup and/or trash removal that is not completed by the member who uses the Clubhouse. The deposit check will be torn up if the Clubhouse is as neat, tidy, and clean (all trash and food removed) as it was at the start of your stay and there is no damage to the Clubhouse or its contents.
4. The completed and signed Clubhouse Reservation Agreement and the \$100 damage deposit check may be placed in the black Malvern Board dropbox attached to the Activity Center door at the Clubhouse Complex.
5. All reservations are accepted on a first-come, first-served basis. In the event that two members request a reservation for the same date, the member whose completed signed Clubhouse Reservation Agreement and the \$100 damage deposit are received first will be given the reservation.
6. Reservations are for entire days and entitle the member to exclusive use of the Clubhouse.
7. Check-in time is 1:00 p.m. Checkout time is 11:00 a.m. the next day.
8. The Clubhouse Use fee for up to 25 people is \$120 per day.
9. For parties of 26 to 100 people, the fee is \$150 per day.
10. For parties of 101 to 200 people, the fee is \$250 per day.
11. Grilling is not permitted within 10 feet of the Clubhouse or Activity Center. The member reserving the Clubhouse is responsible for damage to structures resulting from grilling and will be billed for repairs.

Clubhouse Use

12. All doors, sliding doors, and windows shall be kept locked when the Clubhouse is vacant, including when the reserving members are at the pool or at or on the lake.
13. The Clubhouse was not designed for hard or careless use. It shall be kept clean and presentable during your stay.
14. The pillows and bedspreads are decorative and shall not be used for sleeping. Bedding is not supplied. Reserving members must supply their own bedding, towels, and toiletries.
15. Do not build any fires in the Clubhouse fireplaces; they are not functional.
16. Smoking is prohibited in the Clubhouse.
17. Alcohol is permitted in the Clubhouse. Spills of any liquid (e.g., alcohol, sodas, fruit drinks) shall be cleaned up immediately to protect the laminate flooring. This also applies to spills on the outdoor patios.
18. Scotch tape, Command strips, and nails shall not be used on the walls, woodwork, or ceilings. Members may hang streamers and things from the curtain rods and place things on tables and the fireplace mantle. Glitter shall not be used anywhere in the Clubhouse.
19. All Malvern property owners, including the member reserving the Clubhouse and their guests, may use the children’s playground and the picnic area adjacent to the pool.
20. Use of the Clubhouse does not include pool privileges. Members with a pool key may use the pool and may bring up to six guests at a time if accompanied by a member with a pool key. Wet swimsuits are not allowed on Clubhouse furniture.
21. Vehicles are prohibited on any grass areas. For large parties, prior arrangements may be made for parking on certain areas of the lawn.
22. No pets are allowed inside the Clubhouse, with the exception of a service animal that is specifically trained to assist a person with a disability.
23. The Activity Center adjacent to the Clubhouse is not included in a Clubhouse reservation. That space may be reserved for other activities during a Clubhouse use.
24. After checkout, the Clubhouse Reservations Coordinator will inspect the property. There shall be no damage to the floors, walls, ceilings, woodwork, or furniture; no food in the refrigerator, in the cabinets, or on the countertops; no trash in the trashcans; and no spills or debris on the floors. If the Clubhouse is not clean, the reserving member will not receive a full refund of the \$100 damage deposit. Minor scuffs to the floors, little marks on the walls, and broken glasses or plates are considered normal wear and tear; but if something has to be repaired or replaced, the member will be billed for the cost.