

OWNERS GUIDE TO RESERVING WB CLUBHOUSE FOR PRIVATE USE

1. Contact Social Committee or Board member at least (3) weeks prior to time requested. The written request must then be submitted to the Board of Directors at least two weeks prior to the desired date for Board approval. (see sec. 2, A-E of the Rules and Regulations)

2. Put date and time period and purpose required in written request with \$150.00 deposit.

3. Post a notice on all five (5) bulletin boards two (2) weeks prior to event.

4. Conform to Clubhouse rules and regulations. Specifically: No animals, smoking, pool/exercise room/sauna usage.

5. Use of coffee pots, silverware etc. are available. Consumable products such as soft drinks, coffee, butter in refrigerator may not be used.

6. Park extra vehicles on next street south which is South Beach Street. Do not park on grass or on main driveway.

7. Complete clean up by 5pm the following day (brooms, mops, etc. are available) for inspection and deposit return.

8. Toilet facilities must be left available for others.

9. Do not attach any decorations to walls or painted surfaces.

10. NO Alcohol/glass containers/or cooking permitted.

11. Any violation of Rules and Regulations or damages to the premises is the responsibility of the owner/requestor.