

PARTY POLICY: You are responsible for cleaning the recreation room after use. You must provide your own supplies for your event, Countryside does not provide any supplies; ladder, tape, kitchen utensils, dishwashing detergent, etc. **THE BLOCK OF TIME YOU RESERVE THE FACILITIES INCLUDES SET-UP AND CLEAN-UP. PLEASE PLAN ACCORDINGLY.** You must allow yourself appropriate time to clean the facility once your event is over and by the time you have agreed. **THE CLEANING DEPOSIT WILL BE FORFEITED IF PARTY IS NOT CLEANED UP BY CENTER CLOSING TIME.** Any personal items left at the facility will be considered trash, be disposed of, (this includes food left in the refrigerator) and you will therefore forfeit your cleaning deposit.

Recreation Room Clean up Procedures

- ✓ Floors (including kitchen area) must be swept and mopped.
- ✓ Kitchen counters must be wiped off and stovetops must be clean (spills in oven should also be cleaned).
- ✓ All trash must be picked up and trashcans must be emptied (trash is to be disposed of in the dumpster located in parking lot next to recreation room).
- ✓ Tabletops and chairs must be wiped down before being put away.
- ✓ Tables and chairs must be returned properly and neatly to the storage shed.
- ✓ Tables and chairs should not be dragged across the floor. Dragging tables can scratch the floor or damage the tables/chairs and you may lose your security deposit.
- ✓ Lights must be turned off and doors must be closed.

Park Ramada and Patio Clean up Procedures

- ✓ All trash must be picked up, tables cleaned, trash receptacles emptied and patio floor clear of spills and debris. The manager on duty will supply new trash bags for receptacles.

Before your \$100 cleaning/security deposit is refunded, you must have a final walk-through with the manager on duty to ensure that the room is properly cleaned. IF THE MANAGER ON DUTY DOES NOT INSPECT THE ROOM, THE DEPOSIT WILL NOT BE REFUNDED.

If the room is being used on weekly bases, it must be cleaned and inspected after each time the room is used. Failure to do so will result in your cleaning deposit being forfeited and future scheduled usage canceled.

Countryside Community Club Association

Party Policy

Revised February 2009

PARTIES - GROUPS THAT INCLUDE TEN OR MORE PEOPLE:

A party is considered any group that includes ten (10) or more people. Any group that will include ten (10) or more members but not ten (10) or more guest that wishes to reserve a facility for use must also register as a party and pay the applicable refundable deposit but will not be subject to the party guest fee.

- Only an adult member (18 or older) may book a party.
- Only members in good standing (dues are current and privileges have not otherwise been suspended) may book a party.
- Parties must be booked at least 48 hours in advance.
- Full names of all expected guests must be provided at least 48 hours in advance of the party.
- There will be an additional charge of \$2 per person for any guest who is not on the guest list. The \$100 cleaning/security deposit check will then be deposited and the additional guest fees deducted from the deposit check. The deposit or balance thereof will be refunded within two weeks (10 working days) of the party.
- An adult member of the booking household must remain with the party at all times.
- The party is restricted to the use of only those facilities listed on the party registration.
- Parties are limited to a total number of 50 people June 1st through August 31st and 100 people from September 1st through May 31st.
- There will be a refundable cleaning/security deposit of \$100 for all parties. Before the deposit is refunded all areas used must be cleaned and damage repaired.
- When booking a party at the park ramada, softball field or playground area, your guest passes can be used in place of the party fee.
- The refundable cleaning/security deposit, party and lifeguard fees must be paid when party is booked. The party and lifeguard fee are non refundable and will be deposited when received. The party and lifeguard fee will not be refunded even if the party is canceled. The cleaning/security check will not be deposited prior to the party date and will be returned if all requirements for refund are met.
- At the conclusion of the party, the manager on duty will inspect the premises. The deposit will not be refunded for the following reasons; if the area used was not cleaned, there was damage, there was no inspection by manager.
- A request to book a party does not guarantee that a booking will be granted, i.e. if there is another party booked or a special project planned for the Center at that time.
- During the pool season (June 1st – August 31st) pool parties will be limited to 50 people per party with the following restriction.
 - Pool parties of 1 to 25 people will not require an additional lifeguard if two lifeguards are on duty.
 - If the party exceeds 25 people, regardless if they use the pool or not, the member must pay for an additional lifeguard or provide their own certified lifeguard.
 - When there is only one lifeguard on duty, the member must provide one certified lifeguard for 1 to 25 people and two lifeguards for 25 to 50 people.
- The Site Manager may restrict the pool area usage by party groups on weekends, holidays and otherwise as deemed appropriate to ensure access to pool area by all members.
- Members of the Association are entitled to the use of the Club facilities at all times during open hours.

Pool Usage Policy

(Revised April 2011)

POOL PARTIES:

During the pool season June 1 through August 31, pool parties will be limited to 50 people per party with the following restrictions;

- A Red Cross certified lifeguard is required for all pool parties.
- Pool parties of 1 to 25 people will not require an additional lifeguard if two (2) lifeguards are on duty.
- If the party exceeds 25 people, regardless if they use the pool or not, the member must pay for an additional lifeguard or provide their own Red Cross certified lifeguard.
- If there is no lifeguard or only one lifeguard on duty, the member must provide one certified lifeguard for 1 to 25 people and two lifeguards for 25 to 50 people.
- All non-member guests must be made aware of the pool rules.
- Any group of children age 9 and younger must have adult supervision at all times. There must be at least one responsible adult for every six children present.
- Any group of children aged 10 through 17 must have one adult for every ten children present.
- All paper work required for parties must be completed (CCCA Party Registration Form). At least 48 hours before the party the member must provide management with a list of the full names of all expected guest.
- If you are providing your own lifeguard the office must have a copy of the lifeguard's Red Cross certification card 48 hours before your scheduled party or your party will be canceled.
- The Site Manager may restrict pool area usage for pool parties on weekends, holidays and otherwise as deemed appropriate to ensure access to pool area by all members.

During the pool season (June 1st through August 31st), if the member is unable to secure a lifeguard for their pool party a Countryside lifeguard, if available, may be hired at a rate of \$15 per hour per lifeguard.

After Labor Day there will be no pool parties booked unless the member can provide their own Red Cross certified lifeguard.

Countryside Community Club

Pool Rules

(Revised April 2011)

- When no lifeguard is on duty, individuals between 16 and 18 years of age must have another individual at least 16 years of age with them in order to use the pool and spa areas.
- When no lifeguard is on duty, individuals 15 and under are not permitted in the pool and spa areas unless accompanied by an adult, someone who is 18 years of age or older.
- When a lifeguard is on duty, children ages 10 to 17 may swim without an adult if they have a signed parental consent form on file.
- No children under the age of 10 will be allowed in the pools at anytime without being accompanied by a person 18 years of age or older, unless they are participating in swim lessons or swim team.
- You must shower before entering the pools or spa.
- No street clothes (including cutoffs) or shoes are allowed in the pools or spa. Bathing attire only.
- No running on pool decks.
- Litter must be placed in proper receptacles.
- Horseplay will not be allowed in the pools, spa or in these areas.
- ONLY Countryside personnel are allowed on the lifeguard stands, in the pump room and the lifeguard station.
- No back dives are allowed from the edge of the pool. Diving is only permitted in the deep end of the main pool.
- Snorkels are not allowed in the pools or pool areas.
- Swim mask with nose piece are not allowed.
- Floats or inflatable toys are allowed only at the discretion of the lifeguard on duty.
- Spitting or expulsion of water or liquids is not allowed in pools, spa or in these areas.
- Abusive language to the staff or other members will not be tolerated.
- Use of profanity or trash talking will not be tolerated.
- Any misuse of the facility will result in a written warning; further misuse will result in expulsion of member or guest.
- Children 12 and under will not be allowed in the spa or spa area.
- No diving or jumping is permitted in the spa.
- Alcoholic beverages are not allowed in the pools or spa.
- People with heart conditions, diabetes, high or low blood pressure or pregnant women must keep their usage of the spa to a minimum and know their limit.
- No smoking allowed.
- No person having a communicable disease or open sore will be allowed in the pools or spa.
- Infants and toddlers who are not yet potty trained are required to wear swim diapers while using the pools.
- Children over the age of 7 are not allowed in the wading pool.
- Hanging or holding onto the lap lane rope is not permitted.
- Absolutely NO GLASS containers or any articles of that sort allowed in the pools or spa areas.
- No candy, gum or food items allowed in the pools or spa areas.
- Arm floaties are not permitted in the Junior Olympic pool.

Instructions for Propane Grills

Read all instructions before using

SAFETY INSTRUCTIONS

- Never use nature gas in a unit designed for propane gas.
- Never use charcoal on the grills.
- Never leave the grills unattended while cooking.
- Avoid wearing loose-fitting garments or long sleeves while using the grills.
- Never touch the grill racks, hood or immediate surrounding metal surfaces with your bare hands, as these areas become extremely hot during use and could cause burns.
- Do not use aluminum foil to line the grill racks or the drip pans. This will alter combustion airflow or trap excessive heat in the control area.
- Be aware that cooking excessively fatty meats and other such products will cause flare-ups. Any damage caused by flare-ups or by the grill being left unattended while cooking is your responsibility and any resulting damage will be billed to you.
- Never grill without the drip pan in place and pushed all the way to the back of the grill. Without the drip pan in place, hot grease could leak downward and produce a fire or an explosion.
- Do not operate grill under the influence of alcohol or drugs.
- If any burner does not light or goes out during operation, turn off all gas control knobs with hood open and wait five minutes before attempting to light.
- **DO NOT CLOSE THE HOOD WHILE COOKING.** High temperature build-up inside the grill will cause internal damage to grill parts.

OPERATING INSTRUCTIONS

- First turn the propane tank on by turning valve to “open” position (counter clockwise). Propane tanks are located under the grills. Open the lid completely before lighting the grill. Always start the grills by using the control knob next to the igniter button first. To light the grill, push in the control knob and turn to the 90-degree position and immediately push on the igniter button next to the control knob (black button). At this time, a spark will be provided to the grill burner. It may be necessary to push on the igniter button several times

until the burner is lit. If the burner does not light after five seconds, turn the control knobs to the “off” position and wait five minutes before attempting to light the grill.

- When initially bringing your grill to cooking temperature, do not operate the burners on the high heat setting with the hood closed for longer than 5 minutes. Since this is a high temperature grill, closing the lid will cause heat to build up and any excessive flare-ups will cause internal damage to the grill (knobs, igniter, etc.).
- When finished grilling, switch control to “OFF” and remember to turn the propane tanks to the “OFF” position (clockwise).

CLEANING AND MAINTENANCE

- **Use the proper tools.** When cleaning stainless steel products, take care to use non-abrasive tools. **Soft cloths** and **plastic scouring pads** will not harm the stainless steels invisible film cover that protects the steel surface against corrosion. The Manager will provide you with cleaning supplies for the grills.
- Always clean stainless steel by following the grain of the metal. Use alkaline, alkaline chlorinated or non-chloride cleaners at recommended strength.
- Rinse and wipe dry immediately. After wiping the equipment down, allow it to air dry for the oxygen helps maintain the stainless steels protective surface.

RESERVING PROPANE GRILLS

UNDER TEN (10) PEOPLE:

The member does not need to reserve the propane grills in advance, but before use they must first check with management to ensure the grills are not reserved for a party. The member must provide a deposit check of \$25 or a driver’s license, which will be returned when the grills are cleaned.

TEN OR MORE PEOPLE:

The member will have the option to pay the party fee or to use their guest passes if they are only using the propane grills and patio area. The hundred dollar deposit check will be deposited if the grills are not cleaned or damage has occurred.

Safety, Operating and Cleaning Instructions

You must read all Instructions before Using Grills

I have read the safety, operating and cleaning instructions for the propane barbeque. I understand that any damage I cause by miss use will be my responsibility. All cost to correct damage will be charged to me. My cleaning deposit will be refunded only after grills have been cleaned. The grills must be cleaned and patio floor clear of spills and debris prior to leaving or deposit will be forfeited.

Signature

Date

Policies and Procedures

(Revised April 11, 2011)

General:

- Members and guest must enter through the front gate and sign in at the front office.
- Members must have their photo taken and a registration form on file to gain access into the facility.
- Children under the age of 10 must be accompanied by a person 18 years of age or older.
- A parental consent form must be on file for children ages 10 to 17 before children are allowed entrance into the facility without an adult member present.
- Bicycles may be ridden only on black top areas.
- Rollerblades, roller-skates, scooters and skateboards are banned on club property.
- Pets are not allowed in the facility.
- All CCCA equipment, tools, furniture, etc. are for use at the facility only.
- Smoking is not permitted in pool, spa or wading pool area.
- Smoking is not permitted in the recreation room.
- The use of profanity or trash talking will not be tolerated. Violators will be asked to leave and privileges will be suspended.
- Members must handle themselves in a proper manner at all times while on CCCA property.
- Checks can be mailed to the Center or put into the onsite deposit box. No cash or postdated checks will be accepted. A member will receive a statement of their account history annually.
- If a member is delinquent in their dues club privileges will be suspended.

Guest Admission:

- Each member household will be given 60 guest passes per year beginning in January. New owners will be pro-rated at the rate of 5 passes for each full month from time of purchase to the end of the current calendar year. Unused passes do not carry over to the following year and are not transferrable.
- Guest fees are \$2.00 per person per day. You have the option to use your guest passes or pay the guest fee.
- The member is responsible for the behavior of their guests while they are at the club facility. A member should insure that their guests are aware of the rules and regulations in order to protect the rights of all members.
- No household may use in excess of nine (9) guest passes at any one time without prior party registration.
- Children 10-17 can bring up to two (2) guests to the club only if they have a written parental consent form on file and a parent or guardian has granted permission to do so. Guest 10 to 17 must also have a parental consent form on file if they are not with a member 18 years or older.
- Guest(s) must be accompanied by a member while at the facility. If the member leaves, the guest(s) must also leave.

COUNTRYSIDE COMMUNITY CLUB ASSOCIATION
GUEST POLICY (Revised April 2011)

In order to accommodate the various needs of members and, at the same time, to avoid overuse of the facilities, the following policies are hereby adopted.

GUEST PASSES: Each lot will receive sixty (60) guest passes per year, beginning in January. New owners or new members who have deed restricted their property, will be pro-rated at the rate of 5 passes for each full month from time of purchase or deed restriction to the end of the current calendar year. In the event closing or deed restricting is after the 15th of the month; no passes will be credited for that month. Additional guest passes may be purchased at the cost of \$2.00 per pass. Infants under one year of age will not need a guest pass.

GUEST REGISTRATION: All guests must be registered by the host member at the main desk. This must include the full name of all guests. Out of town guests that are staying with a member may use the facility without needing to use a guest pass if they can provide the Center with proof of out of town residency and if they were pre-registered by an adult member. Visiting grandparents may accompany members to the Center without needing to use a guest pass.

MEMBER RESPONSIBILITY: The host member is responsible for the conduct of their guest(s) at all times and must ensure that the guests are acquainted with C.C.C.A. policies. Any member whose guests are found in violation of C.C.C.A. policies will be subject to severe disciplinary action, including loss of guest privileges, loss of fitness room privileges, and/or other appropriate action. The host members must remain at the facility with their guest(s). If the member leaves the facility the guest must also leave.

USE OF FACILITIES: No household may use in excess of nine (9) guest passes at any one time without prior party registration as set forth below.

Adult Members – (members aged 18 or older) may have up to nine (9) registered guests accompany them to facilities, other than the fitness room, at any time without prior notice to staff or prior registration. However, in the event that there is a conflict over facility usage, i.e. overcrowding at the tennis, racquetball or basketball courts or multiple groups wishing to use the ball field, groups consisting entirely of members have priority for usage over groups that include non-members (other than pre-registered parties consisting of 10 or more people with the appropriate fees, etc. paid.)

Children Members – (age 10 through 17), with signed parental consent forms, may have a maximum of two registered guests ages 10 to adult accompany them to the facility. It is the responsibility of the members to make sure their juvenile guests have parental permission to be at the Center.

PARTIES – GROUPS THAT INCLUDE TEN OR MORE GUESTS: A party is considered any group that includes 10 or more guest. Any group that will include 10 or more members but not 10 or more guests that wishes to reserve a facility for use must also register as a party and pay the applicable refundable deposit but will not be subject to the non-member guest fee. Only an adult member (18 or over) may book a party. Parties must be booked at least 48 hours in advance but may not be booked more than one year in advance. Full names of all expected guests must be provided at least 48 hours in advance of the party. An adult member of the booking household must remain with the party at all times. The party is restricted to the use of only those facilities included in the party registration. Parties are limited to a total number of 50 persons during the time period

COUNTRYSIDE COMMUNITY CLUB ASSOCIATION GUEST POLICY

from June 1st through August 31st and 100 total persons from September 1st through May 31st. There will be a refundable cleaning/security deposit of \$100 and a non refundable party fee. When booking a party at the park ramada, softball field, playground area or using the propane grills and patio, your guest passes can be used in place of the party fee. All fees must be paid when party is booked. The \$100 cleaning/security check will not be deposited, but handed back after the party, if all requirements for refund are met. The party and lifeguard fee will be deposited after party is booked. These fees are non refundable, even if party is canceled. Only members in good standing (non-delinquent in assessments and whose privileges have not otherwise been suspended) may book a party. At the conclusion of the party, the manager on duty will inspect the premises and release the security check if the facilities are clean, there is no damage and all additional guest fees were paid. A request to book a party does not guarantee that a booking will be granted, i.e. if there is another party booked or a special project planned for the Center at that time. During the pool season June 1st to August 31st, pool parties will be limited to 50 persons per party with the following restrictions; pool parties of 1 to 25 people will not require an additional lifeguard if two (2) lifeguards are on duty. However, if the party exceeds 25 people, regardless if the guests are using the pool, the member must pay for an additional lifeguard, or provide their own certified lifeguard. When there is only one (1) or no lifeguard on duty, the member must provide a certified lifeguard for 1 to 25 people and two lifeguards for a party over 25 people.

ADDITIONAL REQUIREMENTS FOR PARTIES OF CHILDREN GUESTS UNDER 18: Any party group of children aged 9 and younger must have adult supervision at all times. There must be at least one responsible adult for every six children present. Any group of children aged 10 through 17 must have one adult for every ten juveniles present.

FITNESS ROOM: No guests are permitted to use the fitness room at any time. Any member who permits a guest to use the fitness room facility will be subject to severe disciplinary action, including loss of guest privileges, loss of fitness room privileges, and/or other appropriate action. No one under the age of eighteen is permitted in the fitness room except minors, age 14 through 17, who are with a parent, legal guardian or with an adult who has been certified, attended the fitness room training/safety class with parent or legal guardian, had a physical and has a physician approved CCCA form on file. Any member who wishes to use the fitness room must first attend a class, offered by the Center, to learn how to properly use the equipment.

INELIGIBLE GUESTS: The following classes of individuals are not eligible for guest privileges:

1. Members whose privileges have been suspended.
2. Guests who have been banned for misuse of the facility or for inappropriate conduct.

COMMUNITY GROUP MEETINGS: Community based groups, such as scout troops, ball teams, etc., may schedule meeting or practices at the Center if sponsored by an adult member who will be present at the meeting or practice. Only the area requested for meeting or practice can be used. The group or sponsoring organization must provide CCCA with a certificate of insurance or a release of liability. At the time the meeting or practice is scheduled, the sponsoring member must agree to be responsible for any damages or costs of cleanup if the group causes any damage to the facilities or does not leave the area in the same or better condition than it was found.