

# Clubhouse Rental/Usage Information

## 2016 - 17

### How to pick up the Clubhouse Key for your Event

- Please email the Clubhouse Chair (**Debbie Stewart**) 2-3 days prior to your event at [debbieandjeff@comcast.net](mailto:debbieandjeff@comcast.net)
- The key will be left under the doormat of **1669 Windcrest Drive** in a Ziploc Bag
- Please place a check for the **\$25.00** usage fee, made payable to **Walkers Ridge Homeowners Association**, in the Ziploc Bag
- Please return the key to the Ziploc Bag at the above address as soon as your event is over
- **If you have a Sunday event, please make arrangements to pick up the key on Saturday**

### Things to know when you are planning your event

- You will need to set the thermostat to the temperature you desire 3-5 hours before your event for the temperature to be achieved. See notes for temperature ranges. The facility and equipment will only cool or heat at a rate of about 1 degree per hour, so plan accordingly and be aware the attempting to set temperatures any greater or less than the suggested ranges will only harm the equipment and may result in a service charge for repairs. Thank you for your cooperation.
- Please keep all doors/windows closed when using the heat/air conditioner. The furnace/air conditioner will not withstand the stress of our hot summer weather and it will help us preserve the life of this costly equipment.
- Temperature Ranges: Please use the UP/DOWN arrows to adjust the temperature to 68-72 degrees in the Winter and 72-78 degrees in the Summer
- The surrounding facilities may be in use during your event and you are not assured privacy.
- The pavilion is used frequently by homeowners and may be dirty. If you are planning to use it for your event, you may want to clean it first.
- The clubhouse does not have tables and chairs. You may want to consider renting them, Should your event require such things?
- The kitchen does not have pots/pans/utensils/etc. [You will need to supply your own.]
- You will need to supply your own dish towels, sponges, dish cloths, trash bags and Paper towels for cleaning
- You may need to clean the bathrooms and be aware they are accessible to all homeowners 24/7. [You may also need to provide your own toilet paper/paper towels especially during the winter months when the clubhouse is not used frequently].
- Spring/Summer are the busiest times of the year for our clubhouse with tennis practice/matches, swim team practice/meets and the opening of our pool [So please consider these factors when planning your event.]

## Walker's Ridge Clubhouse Rules

- **If you are using the clubhouse, you must be present at the event.**
- Minors who are in the clubhouse must be supervised at all times.
- **NO PARKING IS ALLOWED IN THE CUL DE SAC = IT IS AGAINST FIRE CODE.**
- **IF YOU HAVE A LARGE PARTY, YOU MUST POST SIGNS AND PEOPLE MAY ONLY PARK ON ONE SIDE OF THE STREET.**
- Please be courteous and **DO NOT BLOCK DRIVEWAYS AND MAILBOXES.**
- NO wet bathing suits in the clubhouse.
- The tennis courts are for the purpose of playing tennis. Do not allow children to play in the courts, ride bikes, skate or skateboard.
- Do not use tape, tacks, nails or glue on the walls/windows when decorating
- Furniture may be moved, but **MUST** be put back in its original position
- Use coasters/napkins under drinks on the furniture
- NO RED beverages in clubhouse for children. Red wine is acceptable for adults.
- Remove all food/beverages from the refrigerator.
- All garbage should be bagged, tied and placed in the large West Cobb garbage cans behind the clubhouse. If there are no trash bags in the clubhouse, you will need to provide your own.
- Countertops/sinks should be cleaned and free of stains.
- The kitchen/clubhouse floors should be swept, mopped and free of stains.
- Please rid the entryways of leaves/grass that can be tracked through out the clubhouse.
- Furniture should be free of stains.
- Bathrooms should be cleaned, toilets flushed and trash emptied.
- Turn off all lights/fans.
- All windows/doors should be closed/locked.
- **DO NOT** use the fireplace.
- **Open fires are not permitted on clubhouse property.**
- Do not use fireworks at the clubhouse or its vicinity
- Please keep noise level to a minimum after 11 PM being considerate to our surrounding neighbors.

In the event of an **EMERGENCY** Call 911

**ANY OPERATIONAL ISSUES CALL:**

**ALL in ONE Community Management 1-678-363-6479**

**Debbie Stewart 770-590-9434**