

DANCING WILLOWS METROPOLITAN DISTRICT

SECOND AMENDED AND RESTATED
RULES AND REGULATIONS

The Board of Directors (the "Board") of the Dancing Willows Metropolitan District (the "District") hereby declares that the following Second Amended and Restated Rules and Regulations (the "Rules and Regulations") have been prepared and adopted to provide for the administration and operation of the facilities of the District. Rates and fees contained in the Rules and Regulations shall be effective as of the date of adoption.

The Board ~~of Directors~~ hereby expressly reserves the right to make any lawful addition and/or revisions in these Rules and Regulations when and as they may become advisable to properly manage the District and to promote the peace, health, safety and welfare of the people residing in the District. These Rules and Regulations are supplementary to, and are not to be construed as, any abridgement of any lawful rights of the Board as outlined in the Colorado Revised Statutes governing Special Districts.

Adopted this _____ day of _____ 20132014

DANCING WILLOWS METROPOLITAN DISTRICT

By: _____

President

Attest:

Secretary

DANCING WILLOWS METROPOLITAN DISTRICT

SECOND AMENDED AND RESTATED
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DANCING WILLOWS METROPOLITAN DISTRICT

SECOND AMENDED AND RESTATED
RULES AND REGULATIONS INTRODUCTION

These Second Amended and Restated Rules and Regulations ("Rules and Regulations") have been adopted by the Board of Directors ("Board") of Dancing Willows Metropolitan District ("District") in order to set forth standards for the use and operation of certain District facilities. The District shall retain the power to amend these Rules and Regulations as it deems appropriate. Any such amendments shall be by resolution adopted at a regular or special meeting of the Board and periodically incorporated in printed copies of these Rules and Regulations. Prior notice of these amendments shall not be required to be provided by the District exercising its amendment powers.

ARTICLE I. PARKING

- A. No vehicle may be parked in such a manner so as to impede or prevent ready access to any entrance or exit of a building, driveway or parking space, nor shall any vehicle be parked on any grass, sidewalk or patio, block garbage trucks from access to any dumpsters or be parked in a fire lane or designated "No Parking" area.
- B. No house trailer, camping trailer, horse trailer, camper, camper shells, boat trailer, hauling trailer, boat or boat accessories, truck larger than three-quarter (3/4) ton, recreational vehicle or equipment, mobile home, or similar vehicle may be parked or stored anywhere within the District unless it is parked in a garage, unless otherwise approved by the Board, and unless they are being actively loaded or unloaded. This applies to all vehicles even if they are licensed by the State of Colorado or any other jurisdiction as "passenger vehicles". No emergency or temporary parking shall continue for more than seventy-two (72) hours.
- C. All vehicles parked in the District must have current license plates. Inoperative or abandoned vehicles may not be parked in the District. Vehicles shall be deemed to be "abandoned or inoperative" if they meet one (1) or more of the following criteria:

1. The vehicle has not moved from location for twenty (20) days, except with the written permission of the Board.
2. The vehicle has a flat tire or other condition rendering it inoperable.
3. The vehicle does not have current license plates.
4. The vehicle is in an obvious state of disrepair, such as having a missing tire, having a smashed window, having a missing or damaged body panel or other parts or the vehicle is on jacks or blocks.
5. The vehicle has not moved, for seventy-two (72) hours, from a parking space along any private access drive, except with the written permission of the Board.

D. Motorcycle kickstands must have a block of wood or some other method to —support the stand when in use, so as not to damage the surface beneath

E. Vehicles in violation of parking regulations are subject to being towed at the owner's expense and/or being fined by the Board.

Susan Root: I believe a section was removed by the attorney that exempted the condos from this regulation.

ARTICLE II. UNDERDRAIN SYSTEM

As required by Jefferson County, there is an underdrain system serving Dancing Willows.

- A. All residential improvements not served by a sump pump, whether single-family or multi-family must be connected to and served by the underdrain system.
- B. Property owners, whether single-family or multi-family,

will own, maintain and otherwise be responsible for the portion of the underdrain system up to and including the connection with the main. The District shall be responsible for the mains and all outfalls to the system.

ARTICLE III. CLUBHOUSE RULES AND REGULATIONS

The Clubhouse is available to community members of the ~~Dancing Willows Metropolitan~~ District for private social functions. To reserve the Clubhouse, contact Reservation Volunteers, Bob or Sharon Vaninger at 303-875-6433 well in advance of your function to ensure your reservation. The Applicant for the reservation will be responsible for any damage to the premises occurring during their use of the Clubhouse, including, but not limited to, damage to any furniture or fixtures. Non-District Members may rent the Clubhouse for a fee of \$850.00 (\$500.00 refundable) per day and the purchase of an annual membership. Fee payment and security deposit must be made prior to renting the Clubhouse.

A. RESERVING THE CLUBHOUSE BY DISTRICT MEMBERS

1. Application for a reservation may not be made more than three (3) months prior to the requested date; however Dancing Willows community members may submit an application for a one time reservation up to twelve (12) months in advance. This exception shall be limited to not more than once every calendar year. The rental fee shall be included with the application. Rental fee shall be \$250.00 with a \$350.00 refundable deposit. Make checks payable to Dancing Willows Metro District, mail to:

Bob or Sharon Vaninger
5732 S. Union Court
Littleton, CO 80127

2. A "Clubhouse Rental Agreement" must be completed, signed and returned to Reservation Volunteers at the time of the reservation.
3. The key to the Clubhouse will be available to the Applicant no later than 5:00 p.m. the night before the event and may be given provided earlier at the discretion of Reservation

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Volunteers. A \$10 key deposit is to be paid and will be refunded upon key return within 48 hours of event.

4. An Event Use Checklist will be provided with the key. This is to be completed, signed, and returned with the key to avoid additional charges.

B. RESERVING THE CLUBHOUSE BY NON-DISTRICT MEMBERS

1. Non---District members are required to purchase an annual membership in the amount of \$700 per year.
2. The application for reservations may not be made more than two (2) months in advance or less than seven (7) days in advance.
3. A "Clubhouse Rental Agreement" must be completed, signed and returned to Reservation Volunteers at the time of the reservation. Deposits, membership fee and rental fee must also be paid at this time.
4. Two checks, made payable to the "Dancing Willows Metropolitan District", must be prepared for the rental of the clubhouse, one for the refundable security deposit in the amount of \$500.00 and the other in the amount of \$1050.00 for the annual membership fee and the Clubhouse Rental Fee. These checks must be submitted with the "Clubhouse Rental Agreement" to Reservation Volunteers. ~~The checks are to be made payable to the Dancing Willows Metropolitan District.~~
5. The key to the Clubhouse will be available to the Applicant no later than 5:00 p.m. the night before the event and may be given provided earlier at the discretion of Reservation Volunteers.
6. An Event Use Checklist will be provided with the key. This is to be completed, signed, and returned with the key to avoid additional charges. After inspection by Reservation Volunteers, the security deposit will be returned within 7 days.

C. PROCEDURES DURING THE EVENT

1. Events shall not begin before the time as specified in the Clubhouse Rental Agreement, except by prior consent of Reservation Volunteers; and shall terminate at the time specified in the Clubhouse Rental Agreement, but no later than 11:00 p.m.
2. The Applicant reserving the Clubhouse must be in attendance at all times during the event. The Applicant is responsible for the conduct of all guests.
3. All vehicles must be properly parked in lots provided. Improperly parked vehicles may be towed at the owner's expense.
4. The swimming pool and swimming pool deck area are for the Dancing Willows community and cannot be reserved as part of the Clubhouse function. Swimming attire is not allowed at any time in the clubhouse.
5. Under no circumstances shall alcoholic beverages be sold at events. The Applicant is responsible for preventing the serving of alcohol to minors. The Applicant shall hold the ~~Dancing Willows Metropolitan~~ District harmless from any and all liability or damage resulting from the actions of an intoxicated guest.
6. No pets are permitted in the Clubhouse.
7. No smoking is allowed within the Clubhouse.
8. Doors and windows are to be kept closed when the heat or air conditioning is in use.
- ~~8-9.~~ The use or consumption of illegal drugs in or around the Clubhouse, including recreational or medical marijuana, in any form or manner is strictly prohibited. Violation of this rule may result in a permanent ban of the Applicant from the Clubhouse premises.

Commented [SR1]: Should we address service animals?

D. PROCEDURES AT THE CONCLUSION OF THE EVENT

Commented [SR2]: I would switch D and E.

1. The Event Use Checklist shall be completed and returned with the key within 48 hours to Reservation Volunteers.

E. PROCEDURES FOLLOWING THE EVENT

1. Cleaning the Clubhouse is the responsibility of the Applicant and shall be completed no later than the date and time indicated in the Clubhouse Rental Agreement. An authorized representative will inspect the premises for violations and review the completed Checklist. Non-compliance with any of the Checklist items will result in billing the Applicant to have the items satisfactorily completed and/or forfeiting all or part of the security deposit.
2. The Applicant reserving the Clubhouse is responsible for payment or replacement cost for all items damaged or lost as a result of, or occasioned by the Applicant's use of the property. This may result in forfeiting of the security deposit or a special assessment by the Board ~~of Directors~~ including any costs of collection and legal fees.
3. It is the responsibility of the Board ~~of Directors~~ to ~~insure~~ ensure the repair or replacement of all Clubhouse property damaged during a private or community event as soon as possible.
4. The security deposit, for Non-District Members, is to be refunded 7 days after the event, if there is no damage or additional items that need to be addressed and providing the Applicant and Reservation Volunteers have completed the Checklist. For non-compliance, Reservation Volunteers shall have jurisdiction over all disagreements in the matter. Appeals of the decision of Reservation Volunteers may be made to the Board ~~of Directors~~.

F. GENERAL RULES

1. The Board ~~of Directors~~ may sponsor Dancing Willows community events on dates not booked by private events at no fee. In the event damage occurs at a community sponsored event, the person or persons causing the damage will be held responsible for the repairs.
- ~~1~~2. Groups seeking Board sponsorship shall submit their applications to the District representative responsible for managing the Clubhouse. The district's representative will then determine whether the requested use is a community-wide event that is entitled to a waiver of the Clubhouse rental fee.

Commented [SR3]: They are called Reservation Volunteers up till now. Is this referring to someone else? If so, we need to define. Or does this refer to a Board Member?

~~2.3.~~ An individual may be denied use of the Clubhouse for the following reasons:

- i. History of negligence concerning Clubhouse rules, policies, or procedures.
- ii. Other reasons deemed substantial by the Board ~~of Directors~~.

~~3.4.~~ Reservation Volunteers are responsible to the Board ~~of Directors~~. Reservation Volunteers are responsible for ~~e~~nsuring an inspection of the Clubhouse for damage and that the Checklist has been satisfactorily completed by the Applicant prior to the returning of any deposits. Reservation Volunteers are to report all infractions to the District Manager.

~~4.5.~~ The Board ~~of Directors~~ and ~~SDMS~~ CRS is to be provided with a schedule of events occurring in the Clubhouse every month.

Commented [SR4]: First time mentioned – need to spell out and provide contact info. However, I don't think this is being done currently – nor should it.

ARTICLE IV. SWIMMING POOL FACILITY RULES AND REGULATIONS

A. GENERAL INFORMATION

The District welcomes property owners and guests to the swimming pool facility ("Pool"). These ~~rules~~ Rules and ~~regulations~~ Regulations will provide for a more enjoyable experience while visiting the Pool.

Commented [SR5]: Up to this point they have been called community members.

1. Membership Eligibility All owners of real property within the District and individuals residing within the District and non-residents of the District who have paid a fee for membership as set forth below in c. in these Rules and Regulations are members (each, a "Member"). In order to verify membership, the District requires the following:

- a. Property owners provide proof of membership by providing a copy of a deed granting the owner fee simple title to a privately owned site. Membership will automatically include all immediate family members who are residents of the District.
- b. In addition to property owners, those persons whose primary residence is in the District (renters from property owners) may have rights to use the pool

assigned to them by having completed a copy of the "Consent To Tenant" form and "Renter Information Sheet" and returning these forms to the Management Company (defined below).

c. Non-residents of the District may pay a fee for use of the Pool and its facilities in amounts set forth in Exhibit A attached hereto (the "Annual Membership Fees"). The Annual Membership Fees may be changed from time to time in the District's discretion by resolution of the Board. Annual Membership Fees must be paid on or before December 1 of each year. If a non-resident Member fails to pay the Annual Membership Fees, the Board has the authority to suspend the rights of all individuals of the non-resident Member's household to use the Pool and pursue any other available remedies.

2. Membership Keys.

a. The Pool facilities main gate will be locked at all times. One gate key will be issued per household by a District representative. The gate key must not be duplicated. In the event a gate key is lost, there is a \$25 charge for a new /key. Subsequent losses will result in a \$50 charge for each replacement key.

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b. Membership keys must be returned when property is sold. A Member who sells their property and is under contract for another property within the District may be eligible to retain membership during this period. Contact a District representative for further details.

Commented [SR6]: To whom?

c. Membership keys issued to non-residents of the District under Section A.1.c above ~~and~~ are good for the period of one year. Membership ~~and~~ must be renewed on an annual basis or the keys returned.

Commented [SR7]: To whom?

3. Children at the Pool. **THERE IS NO LIFEGUARD AT THE POOL.** Members are reminded that parents are responsible for the *behavior and safety* of their children. Children (12 years of age and younger) must be supervised at all times by a responsible adult. Neither the District nor the Management Company assumes or accepts responsibility for supervision of children.

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4. Guests at the Pool must be accompanied by a Member in good standing. Members are responsible for their guest's

actions, including but not limited to, any damage to the Pool facilities. In general, each Member is limited to no more than five guests per day. Any single activity, which will involve more than five guests and any other special occasions, must be pre-approved by a District representative. All guests must be accompanied by their Member host at all times when using the pool facilities.

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5. Limitations on Use. The Pool may not be used to conduct any for profit activity, program or other event ~~for profit~~ by any Members, business or other person.

B. GENERAL OPERATION RULES AND PROCEDURES

1. The District has contracted with a licensed pool company for the operation of the pool. ~~Special District Management Services, Inc. ("Management Company") for the administration, management and operation of the Pool.~~ Any inquiries pertaining to the operation and/or management of the Pool should be directed to a Board Member or the District Management Company:

Community Resource Services
7995 E. Prentice Ave. Suite 103E
Greenwood Village, CO 80111-2710
303-381-4960

- ~~1-2.~~ The Pool will be open from 9:00 a.m. to 9:00 p.m. daily with the hour from 9:00 am to 10:00 am is reserved for adult swim only. Entering the Pool facilities during closed hours will subject the Member to a warning or suspension of Pool privileges. Restriction of hours for non-resident access may be adopted by the Board from time to time to relieve congestion at the Pool. Entering the pool before or after hours without District approval is considered trespassing.

- ~~2-3.~~ The Pool will open the Saturday the week immediately preceding Memorial Day and close on Labor Day. Opening and closing dates may vary each year, depending on weather.

- ~~3-4.~~ No animals will be allowed in the Pool fenced area with exception of trained assistance dogs ~~in the Pool fenced area~~.

4-5. The District is not responsible for lost or stolen articles.

5-6. The District is not responsible for any accident occurring on property owned and operated by the District.

Commented [SR8]: Seems like we need to have this stated in other documents as well!

C. POOL FACILITY RULES

The following are rules and regulations for specific areas of the Pool. Additional rules and regulations may also be posted in specific areas. The District has implemented these rules and will in all cases seek Pool user cooperation in abiding by these rules to ensure the safety of all Pool users. It is impossible to list every rule and standard, so it must be understood that a District representative is empowered to make decisions, make judgment calls and enforce rules in an effort to prevent accidents.

1. A District representative shall have jurisdiction over rule enforcement based on potential and preventable hazards and accidents. Appeals of any such enforcement may be made to the Board of Directors.
2. No running is allowed within the fenced pool area or other wet/slippery areas.
3. Swimmers may not hang on any lap swim lane ropes or any safety ropes that may be installed.
4. Food and drinks will be allowed on the pool deck area only. Glass bottles and containers are not allowed anywhere in the pool facility in any area at the Pool.
5. Proper swimming attire must be worn by all swimmers. No cut off pants are allowed. All children under 3 years must wear approved swim diapers in the pool.
6. No spitting while in the Pool, Hot Tub, or on the Pool deck.
7. No flips, twists, cannonballs, can openers, back dives, back jumps or any other unsafe entry into the water will be allowed from the side of the Pool.
8. Diving into the Pool is prohibited at all times
9. Showers are recommended before entering the Pool in accordance with Colorado State law.

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10. Inflatable beach balls, flotation devices and other items designed for community swimming pools are allowed. However, swimming pool play items should not interfere with the use or enjoyment of the Pool by others.

11. Smoking is not allowed within the Pool fenced area.

12. Children (under 12) must be supervised at all times by a responsible adult.

13. Community members are not to attempt to reserve chairs by leaving personal items on the chairs unless they expect to return promptly.

14. During inclement weather, community members should use reasonable caution. If lightning is apparent, the pool should be vacated. ~~please vacate the pool.~~

Commented [SR9]: What does promptly mean?

D. HOT TUB RULES

1. No children under the age of 12 are permitted in the Hot Tub unless accompanied by a parent or guardian.

2. Proper swimming attire must be worn by all swimmers. No cut off pants are allowed. All children under 3 years must wear approved swim diapers.

~~3. Showers are recommended before entering the hot tub. Shower before using the hot tub.~~

~~4.3. No alcohol, beverages, or food are permitted in the hot tub.~~

~~5.4. No smoking in the hot tub. Smoking is not allowed in the hot tub.~~

SAFETY ADVISORY: Members and Guests with heart disease, diabetes, high or low blood pressure or any serious illness, and pregnant women should not enter the hot tub without prior consultation with their physician. People with skin, ear, genital or other body infections, open sores or wounds, should not use the hot tub due to the possibility of spreading infection. Do not allow the hot tub's water temperature to exceed 104 degrees Fahrenheit (40 degrees Celsius). Do not soak for more than 15 minutes at one sitting in 104 degree Fahrenheit (40 degree Celsius) water. Do not use the hot tub alone or while

Commented [SR10]: Is there any way to determine the temperature?

consuming alcoholic beverages or during/after using over-the-counter or prescribed medications that may cause sleepiness, drowsiness, or raise or lower blood pressure. Do not use the hot tub while under the influence of medication or immediately after consuming a heavy meal. Illegal drug use is strictly prohibited. Enter the hot tub slowly and cautiously.

Commented [SR11]: If this has been copied from another source we should state that. Otherwise we are providing medical information.

E. CODE OF CONDUCT

Disorderly conduct will result in immediate disciplinary action. Such discipline may include a minimum of one month's suspension at the Board's discretion. If a **District representative** deems it necessary to involve law enforcement authorities, a minimum suspension of 30 days from the Pool will be mandatory.

Disorderly conduct may include, but is not limited to the following:

1. Threatening, profane, indecent, coercive or disrespectful actions, gestures, words or language to **District representatives**, fellow Members or guests;
2. Fighting (verbal or physical), scuffling or horseplay within the Pool or on District property;
3. Possession or consumption of alcoholic beverages while utilizing the Hot Tub;
4. Illegal drugs within the Pool or on District property, including the consumption of medical or recreational marijuana;
5. Smoking within the Pool fenced area;
6. Unacceptable loitering deemed to be destructive or offensive within the Pool or on District property or any District facilities ~~deemed to be destructive or offensive~~;
7. Dress code violations posted for the Pool facilities;
8. Failing to obey any directive given by a **District representative** in accordance with these Rules and Regulations;
9. Theft or attempt to remove equipment or items belonging to the District, its Members or guests;
10. Damage or vandalism to Pool equipment or facilities;

Commented [SR12]: Are they?

11. Failure to obey posted safety rules;
12. Committing illegal or criminal acts in violation of state, local, or federal laws or regulations;
13. Actions or activities that are not respectful of the well-being of other persons and/or property.

EXHIBIT A

DANCING WILLOWS METROPOLITAN DISTRICT

SCHEDULE OF FEES

Fees shall be assessed as follows for non-residents of Dancing Willows Metropolitan District:

\$700.00 per year -a household membership

\$500 per event - security deposit for Clubhouse Rental

\$350 per event - Clubhouse Rental Fee

Fees shall be assessed as follows for residents of Dancing Willows Metropolitan District:

\$250 per event - Rental Fee

\$350 per event - security deposit for Clubhouse Rental

Commented [SR13]: I think this has been changed. Isn't there a half day fee?

EXHIBIT B

DANCING WILLOWS METROPOLITAN DISTRICT

CLUBHOUSE USE OR RENTAL AGREEMENT

This Agreement is made and entered into by and between the Dancing Willows Metropolitan District and the Applicant named below for use of

the Dancing Willows Clubhouse. The use or rental of the Clubhouse property shall be for the type of function indicated below and shall be in accordance with the provisions of this Agreement and the "Clubhouse Rules and Regulations" adopted by the Board of Directors of the District and attached hereto and incorporated herein by this reference:

Applicant's Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: (H) _____ (W) _____
Date of Function: _____ Is this a commercial function? _____
Hours of Function _____ (include set up and clean up) Clubhouse must be vacated by 11:00 PM.
Date & Time for Return of key _____ (no later than 48 hours after function)
Number of Guests _____
Will food be served? _____ Will alcohol be served? _____ **Note: Alcoholic Beverages are not to be sold on the premises at any time.**
Will Kitchen be used? _____ Will there be music? _____ Will there be dancing? _____

Resident rental fee is \$250 per event and a \$350 refundable security deposit which may be refunded after an inspection is completed following the function and the Clubhouse is found to have been left in an acceptable condition.

For Non-District Applicants, the annual membership fee of \$700, a \$500 security deposit and the \$350 Clubhouse Rental Fee must accompany this Agreement. Reservation Volunteers will refund the security deposit after an inspection is completed following the function and the Clubhouse is found to have been left in an acceptable condition. The Applicant is responsible for the payment of actual repair or replacement costs for all Clubhouse property damaged or lost as a result of or occasioned by the Applicant's use of the Clubhouse and Clubhouse property.

The Applicant making the reservation must be in attendance for the ENTIRE duration of the function and is responsible for following and completing the checklist. If the items on the "Checklist" are not completed in a manner acceptable to Reservation Volunteers, this may result in the forfeiture of all or part of the security deposit and the levy of additional charges as determined by the Board of Directors.

All guests' cars must be properly parked in the parking areas provided, and the Clubhouse parking lot area is to be cleaned of any

party debris prior to leaving the Clubhouse at the end of the function.

The swimming pool and swimming pool deck area are for the Dancing Willows community and cannot be reserved as part of the Clubhouse function. The access gate to the swimming pool is not to be opened by anyone other than under specific authority of ~~SDMSCRS~~. Swimming attire is not allowed at any time in the clubhouse.

NOTE: In addition to being responsible for payment of repair of all damages and costs of collection, including attorneys' fees, any applicant in breach of this Agreement or in violation of any of "The Clubhouse Rules & Regulations," may be required to appear before the Board of Directors for approval of any future reservations. The Board of Directors has the right to suspend privileges to any Applicant who has, in the opinion of the Board, violated "Clubhouse Rules & Regulations" or terms of this Agreement. In addition, violation of this Agreement and/or "Clubhouse Rules and Regulations" may result in forfeiture of all or part of the security deposit and the levy of additional charges as determined by the Board of Directors.

I understand and agree to abide by the terms of this Agreement and the "Clubhouse Rules and Regulations." I understand that I am responsible for any loss or damage of the Clubhouse property or surrounding areas which may occur as a result of this function and agree to hold the Dancing Willows Metropolitan District harmless from any and all liability or damage resulting from the actions of myself, my family, or any attendees at the function. I acknowledge that I have read this Agreement and the "Clubhouse Rules and Regulations," which are incorporated herein by this reference.

This AGREEMENT entered into on (date) _____

Signature of Applicant _____ Date _____

Accepted by: _____

Amount collected: _____

EXHIBIT C
DANCING WILLOWS CLUBHOUSE
USE INSTRUCTIONS

This information is being provided to acquaint you with the Dancing Willows Clubhouse and assist you with your use of the space.

1. The front door is to remain unlocked during all events. Upon leaving the Clubhouse, the door must be locked from the outside with the key. Check that the door will not open - note that even when locked the handle will turn.
2. There are two (2) thermostats in the Clubhouse. One to the right of the kitchen, the other to the right and around the corner of the MEN's room door. They are to be set at 84 for Cool and 60 for Heat when the room is not being occupied. Be sure they are returned to these settings when event is completed. Keep all doors closed when cooling or heating the Clubhouse.
3. Lights and fans are operated in the following manner:
 - a. Upon entering Clubhouse there is a set of 3 switches to the right of the front door. The top button reads "Welcome" and turns on the overhead lights. This is normally the only switch needed except for the lights in the kitchen area. The middle button reads "Entertain" and turns on the overhead lights and fans. The bottom button reads "Away" and will turn off the overhead lights and fans.
 - b. The fans are also controlled by a switch behind the left door in the utility room adjacent to the MEN's room but normally does not need to be used since the "Welcome" and the "Entertain" buttons will accomplish the same thing.
 - c. The kitchen lights are controlled by the two switches to the left of the door to the storage/pantry room and above the counter. To operate these switches just press each button quickly and release. The lights will slowly turn on or off.
 - d. When leaving the Clubhouse, the kitchen lights must be turned off as they were turned on See 3 above. The rest of the lights and fans will shut off by pressing the "Away" button on the switch pad next to the front door. The fireplace needs to be turned off separately.

e. There is a similar switch pad near the door leading onto the patio near the WOMEN's room.

4. The switch operating the fireplace is located to the right of the Fireplace and is merely an ON/ OFF switch.
5. The lights in the MEN's & WOMEN's rooms work automatically by turning on when one enters and after one leaves they will automatically shut off after a time delay.

At the end of your event, please follow these instructions:

1. All trash must be removed at the end of your event. Two cans are provided for your use. They must be washed out at end of event to prevent odor and pests. There is no trash pick-up at the Clubhouse.
2. You must provide your own dishwashing soaps, detergents, dish rags, towels, and paper towels.
3. The kitchen area is to be left clean - sink and counter tops wiped down. Run disposal to clear any residue.
4. Refrigerator and freezer are to be completely empty and wiped down inside.
5. Restock bathrooms with paper products. These are in storage closet next to kitchen. The key for the towel dispenser is kept in the top of the wall unit in the Women's bathroom. Please replace it to this location. Fill the soap containers from supply in storage closet.
6. Sweep floor and vacuum carpet as needed. Clean up any spills on carpet or tile.
7. Return all furniture to positions indicated on attached floor plan. See attached Clubhouse layout plan.
8. Close all window blinds on the West and South sides of the building to conserve heating or cooling of the room.
9. Please leave the Clubhouse in excellent condition for the next user and preserve this fine amenity in our community.
10. Upon leaving the Clubhouse, the door must be locked from the outside with the key.

Check that the door will not open - even when locked the handle will turn.