

## CANDLEWOOD KNOLLS CLUBHOUSE USAGE POLICY

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The Candlewood Knolls Clubhouse is the center of activities in the Candlewood Knolls Community. It is a facility that is used nine months a year both for community sponsored activities and private rentals. This policy outlines the usage parameters of the clubhouse

Revised: March 8, 2023

### AVAILABILITY

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The clubhouse is reserved for community sponsored events from the Sunday before camp starts (usually the last Sunday in June) until Labor Day (i.e. Summer Season). There is no private usage during this time.

During the Summer Season, the downstairs of the clubhouse is reserved for use by Candlewood Knolls Children's Program (CKCP).

During the off-season, the clubhouse is available for rent by property owners of Candlewood Knolls. Community events may be held during the off-season and they take precedence over private rentals. Community events may not bump a private rental that has already been reserved. The clubhouse will not be privately reserved for off-season events such as St. Patrick's Day, Halloween, Memorial Day, etc. Renters may rent the upstairs, downstairs or both.

When a community sponsored event occurs during the off-season, the clubhouse is reserved for the day before, day of and day after the event. Community events are run by volunteers and they should have ample time for setting up and cleaning up afterward without being rushed.

While the revenue provided by rentals is helpful to the community, the rental of the clubhouse is primarily a perk of being a Candlewood Knolls Community member. Rentals should always be considered a secondary use of the clubhouse. In the past 10 years the rental fee for the upstairs has been everywhere from \$200 to \$1000. It is now set at \$500, which is sufficient revenue to be meaningful but not so much that it prices community members out of taking advantage of the wonderful facility that is our clubhouse.

### COMMUNITY SPONSORED ACTIVITIES

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Community sponsored activities occur throughout the year in various forms. Some are very formal, some are informal. The following are the basic types of activities that are permitted as community sponsored activities.

- Cocktail party, dinner dance events (i.e., Memorial Day, 4<sup>th</sup> of July, Labor Day, Golf outing dinner) – At these events' food ranging from just appetizers to a full dinner is provided and usually a full bar is provided. Admission is charged.
- Family meal events (i.e. Family dinner, St. Pats, Pancake Breakfast, etc.) – Food is served, no alcohol is served though BYOB is permissible. Admission is charged.
- Children's activities such as the Easter Egg Hunt.
- Children's program activities – Primarily uses downstairs for eight weeks in the summer. Uses the upstairs for some events (awards nights, talent show)
- Scheduled activities such as Bridge Club, Ladies Night, & Poker Night. Participation fees may be charged.
- Informal gatherings such as the Saturday after Thanksgiving.

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- Impromptu gatherings during the Summer Season. These events are usually just for socializing or for watching an event on TV or showing a movie. Admission is usually not charged. These events can be arranged on an ad hoc basis by any stockholder willing to supervise and be responsible for cleanup. The event should be cleared with the CKC President or the Entertainment Committee chairperson in advance and it must not interfere with any scheduled activity. Public notice is to be posted on the bulletin board and if possible, sent out on the community e-mail list. Everyone and anyone in the community are welcome to attend these events. Events can be limited to a particular age group. (Adults only, teens, etc.)

This type of event is not to be abused and is not to be used for personal celebrations such as birthdays.

- Community sale events such as the tag sale or craft fair are allowed. “Tupperware” party type events are not allowed.
- Fundraisers for non-Knolls activities or needs are not permitted.
- Anything that does not fit any of the above will require the approval of the CKC Board of Directors.

### PRIVATE RENTALS

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Private rentals are allowed from April through the last Saturday in June and after Labor Day until the weekend before Thanksgiving. Community events take precedence over private rentals.

The clubhouse may only be rented by Candlewood Knolls property owners and the property owner must be in attendance at the event. Property owners must be current on their Candlewood Knolls Taxes when they request to rent the clubhouse. Proof of insurance, both Homeowners and Special Event Insurance, must be provided by the property owner and all payments must come from the property owner.

The clubhouse may not be rented for the following:

- Events where admission is charged.
- Events where the general public is allowed to attend.
- Events for political purposes.
- Events where alcohol is served to minors. This is illegal in the State of Connecticut and anyone, parents included, providing alcohol to minors is subject to arrest.

Rentals are for one day. If the clubhouse is available, renters may be able to get in early to set up and may clean up the next day, but this is not guaranteed.

Failure to comply with any of the above may cause the property owner to lose their rental privilege.

Renters must fill out a reservation form with a deposit to reserve a date.

The completed rental agreement, full rental payment and proof of insurances must be provided at least two weeks prior to the rental.

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## EXCEPTIONS

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The following are the only exceptions to the policy above. These exceptions are based on the clubhouse not already being used either by a community event or a private rental. The clubhouse will be available for use for the following:

- A memorial service for a Knolls community member. In the event the clubhouse is not being used, the clubhouse will be made available at no charge to the family. This applies to any time during the year that the clubhouse is open.
- Candlewood Lake Authority meetings. The CLA is a non-profit organization whose interests align with Candlewood Knolls. Due to this, the clubhouse is available for use by the CLA for small meetings at no charge. It is not to be used for public meetings without express prior permission from the CKC President.