

APPROVED DECORATION LIST

Crepe Paper

Balloons

Strings of Lights

Tablecloths

Wreaths, Swags, Topiaries, Floral Arrangements, Candle Rings

Yards Of Lace, Toile, Satin, Velour, Etc. For Draping

Pearlized Marbles for Vases

Floating Candles

Candelabra or Tiered Candle sticks (All candles must be contained in a protective manner)

Folding Screens or Tabletop Easels for Photographs

Braided Silk Cords or Ropes

SUGGESTIONS FOR ATTACHING YOUR DECORATIONS TO THE CLUBHOUSE:

Ribbon or fishing line for tying to overhead beams

Painters Tape for securing to mantle, walls or woodwork

Straight Pins to secure ribbon or flowers to table covers only

PLEASE DO NOT USE STAPLES, PINS, NAILS, TACKS, TAPE, 3M COMMAND STRIPS, STICKY TACK, OR ANYTHING THAT MAY MAR OR DAMAGE THE FIREPLACE MANTLE, WOOD TRIM, WALLS, DOORS, OR ANY OTHER FINISHED SURFACES WITHIN THE CLUBHOUSE

Clubhouse Inventory

<u>Quantity</u>	<u>Item</u>	<u>Location</u>
125	chairs	storage closet
1	30" folding table	cleaning supply closet
15	60" round tables	storage closet
3	8 ft. banquet tables	cleaning supply closet
10	6 ft. banquet tables	cleaning supply closet
3	4 ft. banquet tables	cleaning supply closet
2	Umbrellas for deck	cleaning supply closet
3	36" round tables	kitchen
2	Bar Stools	bar
1	Media cart	coat closet
1	Podium	coat closet
1	ladder	coat closet
1	40 Cup Coffee Brewer	kitchen
1	Coffee Maker	kitchen
2	Vacuums w/attachments	cleaning supply closet
1	Dust mop	cleaning supply closet
1	Broom and dust pan	cleaning supply closet
1	Mop and bucket	cleaning supply closet
2	Vinyl floor mats for under kegs/coolers to protect floor	kitchen cabinet-labeled
1	1/8" cable for MP3, IPOD connection	next to coat closet door

The clubhouse is equipped with these supplies:

Dish washing detergent	kitchen sink
Dishwasher detergent packs	under kitchen sink
Cleaning supply bucket	under kitchen sink
Extra trash bags	under kitchen sink
Extra rolls of paper towels	under kitchen sink
Extra toilet paper and bi-fold towels	lower level bathroom in cabinet

The clubhouse is equipped with these appliances:

Refrigerator w/ ice maker
 Dishwasher
 Stove w/warming drawer
 Microwave
 Under the island ice maker

Attachment #1

Important Rules For Use Of The Clubhouse And Premises

Clubhouse is owned by all Raintree Lake Residents. Please treat it with pride and respect.

- **All accounts, dues and obligations to RLPOA must be current at the time of reservation and usage of the clubhouse**, however suspension from amenities are inclusive of the clubhouse. If your dues are not current and do not remain current, usage may be denied.
- The charges for use of the clubhouse are current on our website at www.rlpoa.com. The charges for use of the Clubhouse are subject to change. Damage deposit must be paid in advance within seven (7) calendar days after making the reservation. **Allow up to 14-calendar days for return of your deposit.**
- The rental fee and cleaning fee must be paid no later than the scheduled event.
- The swimming pool is not included with the rental of the Clubhouse. Any guests attending the function are not allowed use of the swimming pool.
- Please advise your guests to use the parking lot for your function. Parking along the curb in front of the clubhouse is prohibited. This is a fire lane. Cars parked on the grass or other common ground areas will be towed away. The Resident also accepts the responsibility of paying any RLPOA citation/damages that may be issued for improper parking by guests. ****During winter rentals, ramp is heated, but not sidewalk. De-icing product will be provided for your use.**
- All loading or unloading shall be done from the parking lot. **Driving vehicles up to the front and rear entrances is prohibited. PLEASE DO NOT DRIVE ON THE SIDEWALKS OR GRASSY AREAS FOR ANY REASON.** Persons loading or unloading from anywhere other than the parking lot will be charged for any damages that may result to the sidewalk, doors, sprinkler heads or grassy areas.
- Upon arrival please inspect the clubhouse using the checklists provided, note any defects or flaws. Please leave the checklist in the mail slot with the keys at the end of your function.
- At the end of your function all tables and chairs must be taken down and returned to their exact location in storage or cleaning supply closet, there are diagrams in closets to assist you. You may contract this service in advance with RLPOA cleaning company for a \$50.00 additional fee. You will be charged \$50.00 for not returning chairs and tables to storage closets.
- No RLPOA chairs are to be brought outside on the deck or lawn. Please return all clubhouse furnishings and rugs to their proper locations.
- An RLPOA agent will inspect the clubhouse and premises after the function. Resident is responsible for any and all damage which occurs during the rental period. Reasonable cost of repair or replacement will be deducted from the deposit to restore the premises to its' original condition. **This inspection will determine whether or not the deposit will be refunded and if there will be any charge for damages.** Damages in excess of the deposit will be billed to the resident. Unpaid damage will be subject to a lien against the resident's property. Upon arrival at the clubhouse, if you find an **emergency**, please refer to the RLPOA Clubhouse Operation/User Manual (on or near the fireplace) for a list of emergency contact numbers.
- **Please bring your cell phone as a A phone is not provided in the clubhouse.**
- **NO RICE, CONFETTI, BIRDSEED, GLITTER, SPARKLERS or similar items are permitted on the clubhouse property, inside or outside.** Additional cleaning charges will apply to remove these items from the floor.
- **All candles must be contained in a proper receptacle to prevent wax from dripping.**
- See attached list of approved decorations and accessible fastenings for placing your decorations.
- **Live or amplified music must be contained within the building** – no outside speakers. Any music coming from a live band or any electronic source shall be kept inside clubhouse. Fog machines are not allowed inside the clubhouse. They will set off the smoke alarm and you will be responsible for the cost to reset alarms.
- **Absolutely no smoking inside the building.** Please use smoker stands located at the front door and on deck.
- **Tent Usage** – In order to set up a tent on the clubhouse grounds for your function, you must request prior approval from the RLPOA agent. The tent must be set up less than 24 hours prior to the function and taken down within 48 hours after the function. Stakes for the tent cannot interfere with the sprinkler heads and underground lines. Lines will be marked by RLPOA 48 hours prior to your function. Rental tables, chairs and accessories left unattended under tents are at your own risk.

Attachment #1

- Outdoor usages of facilities, such as bouncy houses, are not allowed. Propane grills can be utilized if they remain on concrete surfaces. Resident agrees to not dump ice, food, etc. on grounds, which will cause grass to die.
- Exterior Cleanup is not included with the cleaning contract. If you use the grounds, please pick up and throw away all trash.
- **Resident agrees to remove all personal items and rented items, including tables, chairs, linens, glassware and china from the premises before the end of their rental time. Nothing can be left inside or outside clubhouse except tent as agreed to above.** An RLPOA representative will inspect the Clubhouse and premises after the function. Please don't leave personal property on the premises after the function. RLPOA is not responsible for safeguarding personal items. Leave the room ready for the next renter.
- **Use of the elevator (Wheelchair Lift) is restricted to the disabled.** Please do not use as a freight elevator. **Lift is not to be used by caterers. This is a State of Missouri Law!**
- All functions must **terminate no later than 12:00 midnight** and the premises must be **vacated no later than 1:00 A.M. on weekend rentals. 10:00 p.m. on weekday rentals.**
- **Secure premises. Check all doors and windows that they have been locked prior to exiting.** Door locks are deceiving. **French doors to deck, push door to see if locked. Fire door in kitchen is an EXIT ONLY door.** Can not be used as a means of entering the building. **Handicap lift needs to be on kitchen level for building to be secure.** Lift on lower level means door open and accessible for guest. **When locking front door, make sure it can not be opened, after locking with key.**
- **Return keys to mail slot located to the right of OFFICE DOOR promptly upon locking clubhouse door.**

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