

**Alexander Place**  
**Clubhouse Reservation Procedures and Guidelines**

**Clubhouse Reservations**

- Clubhouse reservations can be made by contacting Cecilia at CAS Inc. at 788-9911 or cecilia@casnc.com and requesting that a reservation form be sent to you. The date and time will be penciled in the calendar and will be considered permanent once CAS has received your reservation form and checks. Your \$25 clubhouse rental fee check will be deposited upon receipt. Your \$150.00 deposit check will be cashed to cover the cost of cleaning and repair in the event that the clubhouse is not cleaned in accordance with the guidelines and/or if evidence of smoking inside the clubhouse is found. If the clubhouse is left in good condition the check will be returned and uncashed. If the \$150.00 does not cover the cost of repairs or cleaning, the additional amount will be assessed to your account.
- Your reservation form and checks must be received within two weeks of making your reservation or your reservation will be cancelled.
- Cancellation policy: Cancellations made 14 days before the reserved date will receive a refund of \$15; there will be a \$10 cancellation fee. The \$150 deposit check will also be returned. Cancellations made less than 14 days before the reserved date will just receive the \$150 deposit check and will forfeit the rental fee.
- Two weeks notice is preferred for clubhouse reservations.
- Only members in good standing (assessments current) can reserve the clubhouse.
- Reservations for multiple-day rentals must be approved by the Alexander Place Pool Committee. A fee of \$25 per day will be charged.
- Recreational facilities (i.e. the pool) will remain open during regular hours to other Alexander Place residents during clubhouse functions.
- The clubhouse key may be picked up the day before your event. It is the responsibility of the resident who made the reservation to schedule a time to pick up the key. The key must be returned within twenty-four hours of the scheduled event.

## **Clubhouse Guidelines**

- The clubhouse is the property of Alexander Place Home Owners Association, Inc. and should be treated as such.
- The resident making the reservation is responsible for cleaning the clubhouse before leaving. All furniture, supplies, etc. must be cleaned and returned to the original location before the final inspection. The clubhouse will be inspected after your event.
- The Alexander Place resident making the reservation must be the contact person, check writer, and must be present during the function for which the clubhouse is reserved. Family members who live outside the neighborhood and friends are not allowed to reserve the clubhouse for their personal use.
- All functions must end by 12:00 a.m. Music must end at 10 p.m on Sunday – Thursday and 11:00 pm on Friday - Saturday. Please remember that the clubhouse is located in close proximity to neighborhood homes. Please ensure that your guests don't congregate in the parking lot, the street, or outside the clubhouse after 10 p.m on Sunday – Thursday or 11:00 pm on Friday - Saturday. Wake County noise ordinances apply to this association and they will be enforced.
- The person reserving the clubhouse must supervise children under 18.
- Under no circumstances is alcohol to be served to anyone under 21 years of age.
- Alcohol may not be sold on the premises and must not be provided to anyone appearing to have reached their limit.
- Pets are not permitted in the facility.
- Wet bathing suits are not permitted in the clubhouse.
- The clubhouse is a smoke-free facility.
- Parking must be in the parking lot.
- All garbage must be removed from the facility.



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