

**EXHIBIT D**  
**CLUBHOUSE USE POLICY**

*Adopted by the Board of Directors – March 7, 2020; new form adopted March 7, 2020*

The person reserving the clubhouse must be a shareholder “in good standing” – having paid all dues, fees, assessments, or fines (if applicable). The shareholder is responsible for all of their guests present, their activities, and behavior and must be present at the clubhouse.

USE: The clubhouse may only be reserved for family or personal recreational uses such as family reunions and events or private parties. It may not be reserved for uses such as company picnics, political rallies, or other “non-member” uses. The Board of Directors reserves the right to refuse use of the clubhouse for any function that is not consistent with the club bylaws, rules and board policies.

Events consisting of large numbers of persons under the age of 18 should have adequate adult supervision present. No overnight stay is permitted. Guests are to be limited only to the immediate clubhouse area and not encroach on neighboring homes. Guests may not launch their watercraft onto the lake. Swimming is at your own risk.

GCL EVENT USE: The club itself or any individual, working with the Events Chairman, may request use of the clubhouse for an event that is open to all shareholders.

CAPACITY: The maximum occupant capacity of the clubhouse is 60 persons. For use of both inside and outside the total capacity is limited to 100 persons.

DEPOSIT: A deposit of \$50.00 must be paid at the same time that the reservation for use is made. . After the clubhouse has been checked-out by the clubhouse Monitor or a designated Board Member, the Club will return the full or unused portion of the deposit to the shareholder. A donation to cover utilities would be appreciated.

The Club shall retain all or a portion of the deposit in the event that the clubhouse, surrounding grounds, or facilities are damaged or are not cleaned to the satisfaction of the Monitor. (Please see Inspection and complete CleanUp Procedures at the end of this document.)

CANCELLATIONS: If a reservation is cancelled prior to the reserved date, the Club shall refund the deposit. A cancellation notice of 7 days is requested, so that other shareholders might utilize the facility.

CHECK-IN / CHECKOUT: The Clubhouse Monitor will provide check-in on the day of the rental. The shareholder must make arrangements with the Monitor and confirm use at least 7 days in advance of the reserved date. Both the check-in and checkout times must be reasonable and agreeable to the Monitor.

MUSIC/NOISE: Any and all outdoor activities that may be perceived as a nuisance to any nearby residents, including any excessive/unreasonable noise and music must cease when asked to do so. Indoor background music is acceptable when windows are closed. DJ’s must operate within reasonable noise levels inside or outside the Clubhouse at all times. Outdoor karaoke machines and outdoor amplified instruments/bands are not permitted unless approved by the Board.

ALCOHOLIC BEVERAGES: No alcoholic beverages may be served to, or consumed by any person under 21 years of age. Controlled dangerous substances are prohibited on Club property. The shareholder is solely responsible for providing for the conduct and safe journey home of any obviously intoxicated or impaired guests.

DECORATIONS:Decorations should be secured to walls and ceiling in a manner as to not leave marks, noticeable holes, or wall damage of any kind. All decorations are to be completely removed after the event.

**INSPECTION:**The Clubhouse Monitor should inspect the clubhouse just prior to the shareholder use to insure the facility is clean prior to use. Inspection of the clubhouse by the Clubhouse Monitor or assigned Board Member must be completed after the final guest leaves, or as soon as possible the following morning.

If there is damage or the clubhouse is not in a “clean” state, the shareholder will be notified that their deposit will be kept. Photographs of the clubhouse should be taken to show damage or evidence.

If repairs or cleaning expenses exceed the deposit, the shareholder shall be obligated to immediately pay the Club any additional amounts to restore the clubhouse, grounds, and facilities to pre-use condition.

For any function that is terminated due to any rule infraction, the Board shall have the right to retain the deposit. In such case, the club shall not be responsible for any costs the shareholder may have incurred for the event.

#### **Clubhouse Inspection Checklist: CLEAN-UP PROCEDURES**

1. Return tables and chairs to their original positions.
2. Remove all decorations.
3. Clean restroom.
4. Clean kitchen, kitchen appliances, and sinks.
5. Pick-up trash inside and outside.
6. Remove trash. (Take home).
7. Clean windows if needed.
8. Dry sweep the floor.
9. Wet mop the floor with water only.
10. Close and lock all doors and windows. Turn off all lights.
11. Turn down the thermostat to 60 F in winter, or turn-up to 82F in summer.
12. DO NOT turn off hot water heater.

**CLEANING:** The shareholder is responsible for returning the entire clubhouse and grounds used by their guests to the same condition in which they found it. The restroom must be clean and all trash must be removed. The Clubhouse Monitor will review the pre-use condition of the items listed on the Clubhouse Inspection Checklist (above) and must be fully satisfied with the post-use clean-up and conditions. Sign-off by both parties may be required.