Angell Brook Village Clubhouse
Policies & Procedures

Guidelines for Usage:

1. The Clubhouse is for the benefit and personal enjoyment of Angell Brook Village owners/residents for meetings, functions and other personal use. Should an immediate family member (son/daughter) of an ABV Owner/resident wish to rent the clubhouse for a family function, it will be allowed with the understanding that said renter complies with all clubhouse policies and procedures. Usage implies respect for the premises, for the equipment and for the furnishings.

2. When reserving one portion of the Clubhouse, all portions are considered reserved unless other arrangements are made.

3. The Clubhouse shall not be rented for use by outside groups, organizations, businesses or persons.

4. For-profit and fund-raising events or any event that requires a registration or entry fee are not allowed, other than those sponsored by the ABV association or its authorized sub-committees.

5. The Clubhouse may be reserved on a first-come, first-served basis, based on receipt of a completed reservation form available through the Event Coordinator. Reservations may be made up to one year in advance.

6. Owners/residents and/or an immediate family member(s) may not reserve the Clubhouse for the same holiday or date two (2) years in a row unless there is no request for that date and time.

7. Annual meetings and other special meetings of all owners that may be called from time to time have precedence over any resident requested reservation.

8. The Clubhouse must be maintained in a clean, orderly manner. Owners/residents and/or immediate family members who use the Clubhouse are obligated to clean the Clubhouse themselves as per the posted cleaning guidelines.

9. Things not allowed in the Clubhouse or surrounding property are:
   a. Open flames
   b. Toxic, combustible or flammable materials including helium-filled balloons
   c. Pyrotechnics of any kind
   d. Fog machines
   e. Lighted candles other than electric or battery operated candles.
   f. Hard Liquor of any kind

10. Gas and Charcoal grills are allowed for use outside.

11. Owners/residents and/or Immediate family member(s) agree to pay and/or otherwise be responsible for costs and expenses for any damages resulting from a rental. The owner/residents and/or immediate family members(s) will be billed for the cost to repair and return the clubhouse to its original condition. Payment must be made within 30 days. Failure to do so will be considered as an assessment in arrears and proper action will be taken to recover the cost of the repairs.

12. Due to fire code and insurance regulations, a function is not permitted to have more than 200 guests as posted in the Clubhouse.

13. The Clubhouse and surrounding property including the patios & porches are SMOKING FREE!
Clubhouse Policy and Procedure

14. Music is allowed at a private function, but should not be excessively loud and should be confined to the Clubhouse.

15. All Community –Wide functions or rentals on Sunday through Saturday must end by 10:00 PM; Any Internal use of the Clubhouse, card playing, crafts, knitting, etc., must end no later than 9 PM.

16. Pets, other than service animals allowed by law, are not allowed in the Clubhouse.

17. There shall be no canopies, awnings or tents erected on the paved areas and/or grounds of the Clubhouse.

18. Owners/residents and/or immediate family member(s) may decorate only the tables in the Clubhouse. All decorations must be removed during the post function cleanup.

19. All trash/garbage must be placed in the West Boylston trash bags and taken home & put out with your own trash.

20. Food and/or decorations must be removed from the Clubhouse by the following day. If there is a Clubhouse event scheduled for the next day, food and/or decorations must be removed right after the event.

21. If renting the Clubhouse for a private function, a walk through with an Event Coordinator must be arranged the day before or day of the event and at the conclusion of the event or the next day. If the building is not properly cleaned or if damage is found to the inside or outside of the premises or to the appliances, the resident who reserved the Clubhouse will be accountable for all costs incurred to correct the situation.

22. There is now a landline telephone in the building. The telephone number is 774-261-8153 for local and emergency calls only. Cell phones can be used for 911 emergency calls. The address for the Clubhouse is 130 Angell Brook Drive.

23. Furnishings, equipment, fixtures and other contents in and around the Clubhouse are the property of the Association and shall not be removed from the premises.

24. Parking for events will be in the Clubhouse parking lot. Overflow parking will be on the Even Numbered side of Angell Brook Drive. There is NO parking on grass. All driveways must be kept open for emergency vehicles.

25. Owners/residents and/or immediate family member(s) agree(s) to ASSUME ALL RISK of loss, damage, or injury to person or property, by reason of the direct or indirect use of the Clubhouse and RELEASES the Trust, Trustees and their duly appointed committees and committee members, both individual and as they are Trustees of said Trust, and committee members of said committees, from all claims for such loss, damage or any other person or persons whomsoever.

26. The Owner/resident and/or immediate family member(s) reserving the Clubhouse must be in attendance during the entire function, including the supervision of minor children. The owner and/or immediate family member(s) must be at the Clubhouse to receive all deliveries. The owner/resident and /or immediate family member(s) must remain in the Clubhouse until cleanup is completed.

27. Situations not covered by these guidelines will be referred to the Clubhouse Committee.
RESERVING CLUBHOUSE

1. Reservations for use of the Clubhouse must be made through the EVENT COORDINATOR. Call for availability of dates.

2. The reservation form can be found at http://www.abvillage.org. Complete, sign and return to Event Coordinator. It also is located on Page 7 of these policies and procedures.

3. Make check for $75.00 payable to Angell Brook Village Clubhouse Rental.

4. Attach a separate check for $75.00 as a security deposit. This will be shredded or returned upon satisfactory inspection of the premises by an Event Coordinator after the function.

5. Attach a copy of the first page of your homeowner’s insurance policy showing your liability coverage.

6. A surviving spouse of one of our residents may rent the clubhouse rent free for a mercy/memorial dinner. All other policies and procedures do apply, i.e. Security Deposit, Insurance, etc. (Approved by Board at 9/14/2016 Board Meeting)

7. There is no charge for community sponsored functions – only for private rental functions.

8. It is the responsibility of the owner/resident and/or immediate family member to read and follow ALL policies and procedures while renting the Clubhouse.

9. While renting the Clubhouse, it is the responsibility of the owner/resident and/or immediate family member(s) to familiarize themselves and follow all policies and procedures related to their responsibilities.

10. Parking for functions is available in the parking lot and overflow lot by the mailboxes. Should additional parking be required, it is on the EVEN side of the street only. A diagram, if needed, is posted on the Clubhouse bulletin board.

11. For liability reasons, avoiding scheduling conflicts and cleanup responsibility, all groups – committee meetings, socials, Women’s Club, Board Meetings, etc., using the Clubhouse must go through the reservation process. For Internal use of the clubhouse, a schedule has already been developed in concert with the Clubhouse Committee that is published monthly in our Village Voice and on our Website. To avoid any issues, the Event Coordinator needs to be contacted to avoid any date or time conflicts.

12. Beer and Wine will be allowed ONLY if the clubhouse is rented or at community-wide ABV social events. As a reminder, no hard liquor is ever allowed in the clubhouse. Also as a reminder, that for cleanup responsibility, avoiding scheduling conflicts and for liability reasons, all groups of 3 or more wishing to use the clubhouse for internal use must go through the reservation process. (Note: Reviewed and approved @ 12/10/2018 Board Meeting)
CLUBHOUSE CLEANING RESPONSIBILITIES

**KITCHEN AREA:**

1. Wash & clean sinks, stove, counter tops and any appliances used.
2. Wash, dry and put away any silverware, dishes, etc. that were used.
3. Please replace any clubhouse paper/plastic goods used.
4. EMPTY dishwasher if used.
5. Unplug coffee pot and all other small appliances used.
6. Do not leave any unused food, etc. in refrigerator. Remove all unused food/drinks that were brought in but not consumed from Clubhouse.
7. Empty all kitchen waste & recycle baskets.
8. Vacuum and/or sweep floor. When vacuuming carpet **DO NOT USE vacuum beater brush,** cleaner suction will clean carpet without pulling up carpet.
9. Turn off oven, stovetop & lights.

**BATHROOMS:**

1. Check for general cleanliness, ensure all faucets are off.
2. Empty wastebaskets.
3. Clean sinks and toilet bowls and mop floors.

**MAIN ROOM, FRONT ROOM, ENTRY AREA:**

1. Clean off tables and chairs, vacuum carpets and floor area.
2. Ensure all windows are closed and locked, including bathroom windows. If patio used, close and lock that entry point.

**MECHANICALS, SECURITY & MISC:**

1. Shut off thermostat (summertime) or set to indicated minimum setting (winter).
2. Shut off all fans and lighting fixtures, including utility room lights and outside lights.
3. Remove all trash from the Clubhouse, take it home with you and put it out with your own trash on garbage day.
4. When leaving, be sure both rear and from doors are closed and locked. **Front door needs to be pushed tightly** to close it securely.

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SAFETY:

1. For the safety of any handicapped individual, there are ramps and covered doorways in the front of the building.
2. No firearms and other weapons of any kind are allowed in the facility.
3. UL listed Codes must be adhered to at all times.
4. Adhere to proper State Regulations regarding handicapped parking spaces.
5. The building is thoroughly outfitted with fire and sprinkler alarms. If any alarm is ringing, **NEVER** turn it off. Dial 911 to make sure a report is made.
6. All exits are clearly marked, so please be aware of your [EXIT](#) options.
7. **Fire extinguishers** are located throughout the building. In case of an emergency:
   a. The large [silver](#) tank near the water cooler is a wet chemical extinguisher for use in kitchen.
   b. The [red](#) extinguisher is for all other emergencies.
8. **Fire Suppression System:**
   a. In the event of a stove fire, the system will automatically engage once a temperature of 360 degrees is reached.
   b. For manual use – pull the silver pin out and then pull the handle to activate the unit. This panel is located to the left of the utility closet door and is clearly marked.
9. A First Aid Kit is stored in a marked cabinet in the kitchen.
10. **ALL ACCIDENTS OF RESIDENTS OR THEIR GUESTS MUST BE REPORTED TO THE EVENT COORDINATOR IMMEDIATELY.** Board of Trustees contact names and phone numbers are located on the bulletin board.

ACCESS TO THE CLUB HOUSE

1. The front door of the Club House is fitted with a mechanical push button lock with a keypad located in the front.
2. To access the Club House, a three (3) digit code is required. Please see the Club House Committee Chair, Bob Beauregard at 118 Angell Brook Drive to obtain that code.
3. All door handles are ADA Compliant
4. To enter the Clubhouse, enter the three (3) digit code and push down on the handle. For any reason should the code not be entered correctly, push down on the handle once and start the process again. To leave the Clubhouse, just push down once on the handle to exit.
5. Club House doors stay locked at all times.
6. Any issues or problems, please report them to the Club House Committee Chair as soon as possible.
**FOOD & ALCOHOL SERVICE: (Rentals and Community-Wide Events)**

1. Members may bring in food or use the kitchen for food preparation for rentals and Community-wide events.
2. If a catering service is used the kitchen where the food is prepared as well as the caterer, they must comply with all state and local rules and regulations and any licenses required must be copied and given to the Event Coordinator at least 2 days before the scheduled event.
3. Beer and Wine will be allowed ONLY if the Clubhouse is rented or if community-wide social event.
4. No hard liquor is ever allowed in the Clubhouse. No alcohol of any type may be sold. No cash bars.
5. If you bring it in – take it home with you.
6. Bring your own paper plates, cups, plastic utensils, etc.

**INTERNAL USE OF CLUBHOUSE (Separate and apart from Rentals and Community-Wide Events)**

1. Internal use of clubhouse is defined as unit owners’ use of this facility for other things that are NOT Community-Wide Events, Socials, personal rentals, etc. Included are such activities are card playing, knitting groups, games, etc. Schedules and timeframes for Internal use are published in our monthly newsletter, the Village Voice and on our website [http://www.abvillage.org](http://www.abvillage.org).
2. Beer, wine and hard liquor are never allowed during internal use of the Clubhouse.
3. Cooking of food/meals, bringing in of pre-cooked foods/meals, etc. are not allowed during internal use of the Clubhouse.
4. Our smaller room, named the “Library” is available to any resident to come in and select books, magazines, puzzles, etc., for their use.

**COMMUNITY EVENTS AT THE CLUBHOUSE – FEE ORIENTED:**

These activities are open to “ALL” residents of Angell Brook Village and as such require a fee for attendance, e.g. pancake breakfast, cookout, Christmas party and any future community fee based event. Said “fee” or cover charge is to be used by the event chairperson or persons to purchase any and all supplies needed for the event. Clubhouse, if used, is to be cleaned and all trash including recyclables is to be removed.

**Financial Accountability** – Number of attendees, receipts for supplies and any or all monies are to be turned over to the Clubhouse Treasurer along with all supporting documentation for recording and bank deposit.

The Rules & Regulations set forth in this document have been created to ensure the safety and health of Residents, their guests and the Angell Brook Village Condo Association. They are subject to change and may be amended at any time with the approval of the Trustee (s). Any changes will be posted on the Clubhouse bulletin board and the ABV website.
Angell Brook Village
Condominium Association

CLUBHOUSE RESERVATION FORM

Applicant Name: __________________________
Address: __________________________
Telephone number: __________________________
Date of event: __________________________
Time: From: _________ To:___________
Purpose: __________________________
Number of people: __________________________
Responsible person: __________________________

Notes:

1. Rental check -$75.00
2. Security Check -$75.00 (Shredded after post function inspection walk through)
3. Copy of homeowner’s liability insurance
4. Schedule pre function walk through & post function walk through
5. Acknowledgment of having read Clubhouse Policies & Procedures with Signature Below:

The undersigned agrees to hold the Angell Brook Village Condo Association harmless from any lawsuit arising from the activities connected with reserving and using the common areas for his/her exclusive or limited use.

Name: __________________________
Date: __________________________
Event Coordinator: __________________________
Date: __________________________

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How To Host a Monthly Social at Angell Brook Village

For all of you Angell Brook residents who have enjoyed your neighbors’ hospitality at a monthly social, here is a list of the responsibilities of the hosts. You can join with two or three of your friends to host; call the president of the Women’s Club or express your interest at a Women’s Club meeting to volunteer. Socials are held at the Clubhouse on the second Friday of the month (though occasionally they are scheduled for the fourth Friday).

1. Hosts decide on the desired set-up for their event (arrangement of tables and chairs) and call Bob Beauregard, Clubhouse Chair, who will deal with any special requests before the date.

2. Hosts serve as the go-to people for responses—who is coming and what they will bring (appetizers, desserts, drinks, etc.). Hosts will try to achieve a balance with these items and may offer suggestions to folks who ask.

3. Hosts arrive at the Clubhouse about an hour before the event to do the following: • Adjust the heat or air conditioning • Prepare the coffee and set out the half and half, sugar, and diet sweetener. The coffee and half and half are the only expense incurred by the hosts. • Put cloths on the serving and seating tables; put out the plates, napkins, cups and utensils; and add decorations if desired. The Clubhouse Committee will ensure that there are adequate supplies of hot & cold cups, napkins, paper plates, and plastic utensils. However, if the hosts decide to have a “theme” with special (holiday?) supplies, they are “on their own.”
How to Host a Social @ ABV (Cont’d)

4. Hosts are responsible for cleaning up after the event. This means all trash from the kitchen and bathrooms must be collected and taken away. Tablecloths must be wiped down and put away; counters and tables must be cleaned. A quick inspection of the bathroom is required.

5. Hosts are also asked to notify Bob Beauregard if supplies are greatly depleted at the social’s end.

6. Hosts will leave any “breakdown” of furniture to the Clubhouse Committee.

There, that isn’t so bad, is it? We hope more of you will volunteer to host these Monthly Socials now that you know what is involved.

Developed by Women’s Club and Clubhouse Committee  - June 2016