



Newport Shores Community Association

1062 Calle Negocio, Suite F, San Clemente, CA 92673
Office (949) 661-7767 Fax (949) 661-5696

Clubhouse Rental Rules and Requirements

It is the goal of the Newport Shores Community Association to provide fair and equal access to the public areas within our community. Since the Clubhouse and surrounding facilities are our greatest assets, we want to encourage everyone to utilize these areas while at the same time ensure that the facilities will be here for years to come. To that end, rules and guidelines have been established. They have been written for the good of the whole community. Cooperation, thoughtfulness and common sense should be exercised when using the common areas of the Newport Shores Community Association.

Please read the following information carefully and return a signed copy to AMMCOR. Initial the bottom of each page certifying that you have read, understand and agree to comply with these rules. In consideration of permission to use the NSCA Clubhouse, the undersigned applicant agrees as follows:

1. Newport Shores Community Association (NSCA) members in good standing and in full compliance with the association by-laws, governing documents and rules and regulations of the community, including payment in full of all assessments, have the right and privilege to reserve and rent the Clubhouse.
2. The homeowner making the reservation must submit to AMMCOR a signed Application, this Facility Rental Rules document signed and each page initialed and a photo ID. Each applicant must provide AMMCOR with a certificate of liability insurance naming Newport Shores Community Association (NSCA) as an "ADDITIONAL NAMED INSURED" in the amount of \$300,000. No confirmation is implied by this acceptance. The needed forms may be obtained and submitted to AMMCOR, 1062 Calle Negocio, Suite F, San Clemente, CA 92673. Their phone number is 949-661-7767 and fax number is 949-661-5696. Keys will be delivered 2 days before the event.
3. Reservations will be accepted 90 days in advance and will be on a first come, first served basis.
4. The reservation is for the exclusive use of the enclosed area of the Clubhouse and the shared use of the adjoining courtyard. The outdoor areas including the pool, tennis court, volleyball court, basketball area, barbecue area and children's playground cannot be reserved and **MUST BE SHARED AND ACCESSIBLE TO ALL MEMBERS.**

5. Events may be held between the hours of 9 a.m. through 10 p.m. Monday through Thursday and 9 a.m. through 11 p.m. on Friday and Saturday. Only one function may be held per day. The Clubhouse may not be reserved on Sundays or federal or state holidays. The Clubhouse must be rented one event at a time. It may not be rented on a repeating weekly or monthly basis.
6. Not more than 40 persons will be permitted to attend any one function.
7. Applicant will clean the Clubhouse and all areas used immediately after use. Applicant understands that cleanup on the day following such use is not permitted and agrees to follow the clean up and lock up instructions. Keys to the Clubhouse will be delivered to your home the evening prior to your rental day. Keys are to be left in the mail slot at the clubhouse (outside the front gate) immediately following the event. A charge of \$100.00 will be made against the security deposit if the key is not returned the day after the rental occurs. All Clubhouse doors must be closed and locked following the event. Vandalism resulting from unlocked doors will be the responsibility of the homeowner making the rental.
8. Fee Schedule – All fees, including the security deposit must be submitted with the application. Personal checks are allowed if received more than 10 days prior to the planned event. Fees received within 10 days of the event shall be made by cashiers check or cash.
 - a) \$100.00 rental fee per adult event or \$75 per a children's event.
 - b) \$400.00 security deposit, which will be refunded within 14 days of the event, providing the premises are left in good condition and repair, and there is no damage or breakage. The Clubhouse must be clean, undamaged, locked and secured, and the keys must be returned on time. Those failing to observe these rules, causing disruption of the following day operations will be charged an additional rental fee.
 - c) Failure to clean the Clubhouse and all areas used will result in third party cleaning fees and will be charged against the security deposit.
 - d) All trash cans must be emptied in the large Dumpster located through the door at the end of the hallway between the restrooms.
 - e) The Management Company may determine that a Security Guard may be required to insure the safety of the building and equipment. The user through AMMCOR will engage this service.
 - f) If the pool area is to be used as part of this function, the cost of additional lifeguard(s) will be the responsibility of the homeowner renting the clubhouse. This is in effect whether or not Newport Shores Community Association has a lifeguard on duty. If an additional lifeguard has not been arranged and paid on the day of the function, the fee will be deducted from the security deposit. A lifeguard can be arranged through Don Watson at 949-548-5498.
 - g) No materials may be affixed to the premises and no posters, screens or other materials may be taped to the Clubhouse walls.

- h) The following scale will be used to determine the number of lifeguards required at a child's event in which the pool will be used:

Number of Children	Number of additional lifeguards
8 - 15	1
15 - 30	2
30 - 45	3

9. The sound of music and other entertainment shall be maintained at a level that will not cause a disturbance to homes in the vicinity of the Clubhouse. The placement of all speakers for amplified music, whether live or stereo should not be directed towards any existing homes.
Chapter 10.28 of the Municipal Code of The City of Newport Beach requires a permit for any function that has amplified music either live or stereo. This may be obtained from the revenue division at 3300 Newport Boulevard (949-644-3141). The fee as of January 2003 is \$35.00. This takes approximately 10 days to be issued. This code also states that amplified music cannot be used between the hours of 8:00 p.m. and 8:00 a.m.
10. Association events for the entire NSCA membership take precedent over an individual member's reservation. Although every effort will be made not to book conflicting events, the renting member acknowledges that in the event of a conflict, the Association event has priority and the individual will receive a full refund for any fees paid. No other compensation will be paid
11. AMMCOR will take every reasonable precaution not to accept conflicting or duplicate reservations from individual members. Should a conflict occur, all renting members acknowledge and agree that the member who was first approved has priority. The second member will receive a full refund of fees but is not entitled to any other compensation.
12. All NSCA Facility Rules and Regulations must be adhered to at all time
13. Alcohol abuse and underage drinking will result in immediate notification of the police.
14. Smoking is not permitted anywhere on NSCA premises.
15. No wheeled vehicles or toys, including bikes, skateboards, skates or scooters, are permitted on association property at any time.
16. No pets are permitted on association property at any time.

17. At the discretion of AMMCOR and under the direction provided by the NSCA Board of Directors, any violation of the facility guidelines and requirements may lead to one of the following:
- a. Immediate termination of the reservation
 - b. Forfeiture of the security deposit
 - c. Permanent loss of future clubhouse facility rental privileges
 - d. Deactivation of pool key
18. NSCA has sole discretion to grant or deny applications for the rental or use of the Clubhouse or to impose such conditions on use as NSCA may deem appropriate. Further, NSCA reserves the right to discontinue any use of the Clubhouse, if in the sole discretion of NSCA, such use violates NSCA rules or jeopardizes the peace, quiet, safety, or property of NSCA or its members. **APPLICANTS AGREE TO COOPERATE WITH AND ASSIST NSCA IN DISCONTINUING USE UPON REQUEST BY AN NSCA BOARD MEMBER**
19. A Board Member, or representative, may contact you for further information.

I have read and fully understand and agree with the rental requirements and conditions.

Property Owner's Signature

Date