

# Lockwood Folly Property Owners Association 2011 Administrative Procedure Manual

**Effective 1/1/2011 the Clubhouse calendar will only be available electronically on the Lockwood Folly Website, [lockwoodfollypoa.org](http://lockwoodfollypoa.org). There will no longer be a paper calendar in the Pro Shop.**

## SECTION 6 - Clubhouse Operations

### 1. Use of Clubhouse Policy

- a. Use of the Clubhouse is restricted to Lockwood Folly property owners, community organizations and LFCCI organizations. The clubhouse is a limited resource, and until more adequate facilities are provided for, members must understand that scheduling conflicts will occasionally occur. **Conflicts can be minimized/resolved if members follow proper and timely Clubhouse reservation procedures.**
- b. Monthly calendar scheduling sheets control Clubhouse scheduling and are available on the POA website, [lockwoodfollypoa.org](http://lockwoodfollypoa.org). **Reservations must be made a minimum thirty (30) days in advance of any event to allow for mediation of any conflicts.** Follow the instructions on the form found on the website.
- c. In the event of a scheduling conflict, the parties are encouraged to work out an amicable compromise arrangement. If no agreement can be reached, the clubhouse director will arbitrate and set the schedule. The clubhouse director's decision is subject to appeal (in writing) to the POA Board, however, appeals must be requested at least 15 days prior to the scheduled event to allow the board to mediate. Otherwise, the clubhouse director's decision is final.
- d. It is recognized by the POA Board of Directors that there are certain group meetings held in the Clubhouse that discuss confidential information or require privacy. Therefore, the POA board will permit closed meetings for the following functions: selected POA board meetings selected POA committee meetings, selected charitable events and selected LFCCI Board meetings. (Any other POA member organizations with confidentiality or privacy requirements should apply to the POA BOD.) The POA Clubhouse schedule will indicate these meetings by including the word CLOSED with the reservation on the online calendar.
- e. Clubhouse rentals for private events will be permitted by POA members or members of their immediate family only (see instructions below), and rentals will be controlled by the POA Board Director for Clubhouse Operations
- f. For POA/community or LFCCI events, one of the organizers must fill out and sign a Clubhouse Reservation Agreement (available on line) and return it to the LFPOA Board Director for Clubhouse Operations. Reservation Agreements are not required for meetings or weekly activities. Use of the Clubhouse does not include use of the Fitness Center or the pool deck area.
- g. For Clubhouse rental events, the sponsoring POA member must fill out and sign a Clubhouse Rental Agreement (available on line) and return it with his/her reservation deposit (specified by the Clubhouse Director) to the Clubhouse Director. Rental of the Clubhouse does not include rental or use of the Fitness Center or the pool deck area. The POA sponsors are responsible for their guests' behavior and for any damage to or loss of Clubhouse property. The POA sponsors must be in attendance for the duration of events including set-up and clean-up.

2. The Lockwood Folly Artists group has ongoing exhibitions in the Clubhouse. If you want any artwork taken down for your event, please contact Diane Perry (842-7460), Jan Kelley (842-1978) or Michelle Verhoosky (846-3535).

3. The Clubhouse cleaning procedures for events which do not include contract cleaning are posted in the kitchen and must be followed.

4. Al Fulford Heating and Air Conditioning is under contract to serve the Clubhouse HVAC systems twice a year or as necessary. Filters care changed monthly. The temperatures in the Clubhouse and the Fitness Center are controlled by preprogrammed thermostats. **Clubhouse users must not touch the thermostats.**