

PAGOSA LAKES PROPERTY OWNERS ASSOCIATION, INC.

PAGOSA LAKES CLUBHOUSE

USE RULES

ATTENTION ALL USERS:

- ◆ NO CANDLES ALLOWED IN THE CLUBHOUSE.
- ◆ Please do not use thumbtacks, staples, or nails in walls. Remove all tape used for decorating.
- ◆ If kitchen is used: 1) clean all counter tops, wipe down stove and any spills in oven and in refrigerator; 2) sweep and clean kitchen floor; 3) do not dispose of debris (food, coffee grounds, grease) in sink; and 4) leave coffee brewer in kitchen to avoid damage.
- ◆ If food is taken into clubroom, treat all spills immediately and wipe-off tables/counters thoroughly with water and soap.
- ◆ Remove *all* garbage from inside and outside of premises. Large dumpsters outside the building are provided for your convenience.
- ◆ **Sweep and mop all floors. Use water and cleaning solution (2 squirts per bucket) - provided in the storage room.** Change mop bucket water 2-3 times
- ◆ Clean restrooms - sink counter tops, mirrors, trash, sweep floors.
- ◆ Clean front door windows.
- ◆ Make sure all lights are off, including restrooms.
- ◆ Check, close and lock all windows and doors before leaving.
- ◆ No smoking in the Clubhouse. If smoking outside, dispose of materials properly. Receptacles are provided.

TABLE & CHAIR NOTICES:

- ◆ Keep all furniture away from the front of the Library.
- ◆ Wash off all tabletops and return to original position.
- ◆ Chairs and tables are designated for the North or South Room and must be used as such. Couches and rolling chairs are to remain in the North Room and after use returned to wall position.
- ◆ Please help us preserve clubroom furniture and flooring by 1) lifting and carrying tables and chairs when moving; and 2) do not sit-on or lean against tables.
- ◆ Do not slide the chairs and tables across the floor.

SPECIAL NOTES:

- ◆ Rental time runs from 8:00 am to 8:00 am.
- ◆ Clubhouse must be cleaned thoroughly after each use prior to leaving the building. If you do not strictly abide by the above rules, your deposit can be retained. Deposits will be refunded after 12:00 noon of the day following use -- or Monday noon if used on a weekend.
- ◆ Report any problems you are experiencing with the clubhouse *immediately*. The Administration office hours are Monday through Friday 8:00 AM - 5:00 PM. Should you need to contact me after hours, leave a message on my office answering machine 731-5635 X25 or cell phone 749-4308.

Thank you in advance for your cooperation.

Larry Lynch
Property Management