

**Eight Point Lake Property Owners' Corporation
Policy / Procedure**

Issue Date: 8/31/2024	Title: Clubhouse Use	Author: Denise Hicks
Date Approved by BOD: 8/31/2024		Reviewer(s): Ron Rau
Next Review Date: 8/31/2026		

Statement of Purpose

This document is intended to provide details pertaining to the use of the Eight Point Lake Property Owners' Corporation (EPLPOC) clubhouse and pavilion by EPLPOC members.

Policy

The clubhouse and pavilion are available for use, at no cost, for private functions by all current dues paying members of the Eight Point Lake Property Owners' Corporation. A \$25 refundable deposit will be charged for cleaning. Although the ball field is not owned by the EPLPOC, members do have access on a first come first served basis. The clubhouse is closed during the winter months (November through April).

Members are also allowed to borrow tables and chairs (if available) and will be charged a \$25 refundable deposit. Once tables and chairs are returned, the \$25 deposit will be refunded.

Procedure

1. Reservations may be made by contacting Clubhouse Chair, Ron Rau (989) 330-5077 or co-chair Dee Hicks (517) 641-6383. At that time, arrangements will be made for payment of deposit and obtaining the key. All dates are reserved on a first come, first served basis.
2. The member reserving the clubhouse must be in attendance for the duration of the function and is responsible for the conduct of all guests.
3. Under no circumstances shall alcoholic beverages **BE SOLD** at any function.
4. The burning of candles is prohibited in the clubhouse. Bonfires and fireworks are prohibited on the property.
5. Parking is available around the perimeter of the clubhouse as well as the association owned garage property across Rock Road. Parking is prohibited inside the split rail fence next to the pavilion as this is the location of the drain field.

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6. If erecting tents outside, prior to driving stakes, MISS DIG must be contacted. No tents shall be set up inside the split rail fence.
7. The facilities shall be left in good, or better, condition than they were when arriving. Upon completion of the event, the following needs to be completed:
 - a. Return all furnishings and picnic tables to their places.
 - b. Wash counters and sinks.
 - c. Wipe down appliances, inside and outside.
 - d. Wipe down tables.
 - e. Vacuum carpeted areas.
 - f. Sweep and/or mop hard floors as needed.
 - g. Clean restrooms.
 - h. Remove all trash and take it with you.
 - i. Ensure the TV and outside lighting are turned off.
 - j. Return key.
 - k. The \$25 cleaning deposit will be refunded once the facility is inspected by Clubhouse Chair and is found to be in compliance.

REVISION HISTORY

Rev #	Date	Description of Revisions	Revised By
1.0	8/31/2024	Document origination.	Denise Hicks