

JP Ranch Maintenance Corporation

CLUBHOUSE RENTAL PROCEDURES AND POLICIES

We hope that you have a wonderful party and enjoy hosting it at the JP Ranch Clubhouse. In order to ensure the safety and success of your event, we would like to stress the importance of the following JP Ranch Maintenance Corporation policies. Please read carefully, as you will be held responsible for implementation of all of these policies. Failure to follow these policies could result in **revoking your use privileges and/or the assessment of penalty fines.**

Covid-19 Guidelines have been added in **YELLOW until State and County guidelines are lifted to allow larger gatherings.**

RESERVATIONS

JP Ranch Clubhouse
1200 Heritage Dr.
Calimesa, CA 92320

- The Clubhouse may be rented by Owners in good standing of JP Ranch Maintenance Corporation, only. An Owner may sponsor an event for a guest, however all fees must be paid by the Owner and the Owner **must be in attendance**. A renter is only allowed to rent the facility IF the Owner signs the 'JP Ranch Clubhouse Rental Liability Waiver'.
- **The total capacity of the clubhouse is 220. The event size is reduced to 25% capacity or 55 event guests at this time due to Covid-19 guidelines. This includes all children, caterers, entertainers, etc. No exceptions!**
- **The CDC recommends Social Distancing of 6 ft for non-family members who have not sheltered at home together**
- **Mask are recommended to be worn in the common areas.**
- **Frequent hand washing with soap and warm water for at least 20 seconds is highly recommended after touching any common area surface or using the restroom.**
- **Remind your event guests that anyone who is exhibiting signs of a fever of 100.3 or higher should not be in attendance. Also, covering your nose and mouth with a tissue or inside of your elbow when sneezing or coughing.**
- **Hand sanitizing stations are not available at this time, so please bring your own hand sanitizer for your event.**
- The JP Ranch Clubhouse may not be used for commercial purposes. Products may not be sold at the JP Ranch Clubhouse for the financial benefit of any individual or enterprise.
- Reservation area includes the designated rental area of the clubhouse and BBQ area only. The pool and spa area may not be reserved but may be used by owners attending the event
- Events falling on the same day in consecutive weeks may not be booked in advance. For example, every Monday.
- Reservations may be made up to 180 days in advance and are made on a first come first served basis.
- The Clubhouse and BBQ area may be reserved for any amount of time between 8:00 am and 12:00 am (midnight) of the same day. This must include setup and takedown time.
- The Board and Management reserve the right to cancel a function if policies are violated or inaccurate information is provided on the Rental Agreement. The use of the JP Ranch Clubhouse may be restricted by The Board for delinquent HOA dues, violations of JP Ranch Maintenance

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Corporation Governing Documents or Rules and Regulations or deliberate abuse of the community recreational facilities or landscape areas.

- RESIDENTS ARE REQUIRED TO BRING KEY FOB AND BE ABLE TO SHOW VALID PROOF OF IDENTITY UPON REQUEST ON THE DAY OF THE EVENT. Your key fob(s) will be activated to open doors during your event. The key fob is required for owner and guests to open doors during event as they remain locked.
- All Caterers must provide proof of liability insurance naming JP Ranch and Keystone Pacific Property Management, LLC as Additional Insured on the insurance policy for the day of the event.
- JP Ranch requires all electrical service requests to be submitted to Management no later than fifteen (15) calendar days prior to the event.

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FEES

- All fees are due at the time of the reservation request. Separate checks are required for each type of fee.
- The payee on all checks is: JP Ranch Maintenance Corporation.
- The fees are as follows:
 - \$300.00 – Refundable deposit to secure the reservation. If there are no damages or extra cleanup fees, the check will not be cashed.
 - \$105.75 - Cleaning fee
 - \$60.00 - Pre and Post Party inspection fee
- Any event serving alcohol requires additional security staff at the rate quoted by the vendor currently \$25.00/hour (with a four-hour minimum). As described in the Alcohol Requirements section, a \$100,000.00 Liability and Property damage insurance rider must be secured.
- These fees are subject to change at the discretion of The Board.
- All fees are to be mailed to:
 - Keystone Pacific Property Management
 - C/O JP Ranch
 - 3155-D Sedona Ct. #150
 - Ontario, CA 91764
- Any questions may be directed to Keystone Pacific at 909-297-2550. Fax (949) 833-0919 or email customercare@keystonepacific.com
- **Fees are subject to change without notice. Contact Management for current fees, deposits and charges.

ALCOHOL REQUIREMENTS

Serving of alcohol at the JP Ranch Clubhouse for an Owners' private event is only permitted when use is specified in advance and when the following requirements are met:

- Minimum of \$100,000 in Liability & Property Damage Insurance naming JP Ranch Maintenance Corporation as additionally insured. Insurance rider must include the JP Ranch Clubhouse address (see above) and the date of the event.
- **Proof of this rider must be submitted to the management company two (2) weeks prior to the event.**
- **Hiring of a Board approved security guard is required when alcohol is served.**
- **The four hour (4) minimum security guard fee as quoted, currently \$25.00 per hour, is due at time of reservation.**
- Security guard fee is non-refundable if the event is canceled two (2) weeks or less prior to the event.
- In accordance with California State Law, no one under the age of 21 shall be served an alcoholic beverage while on the premises. If alcoholic beverages are served at the rental function, no minors are to be present without a consenting parent or guardian.
- Any abuse of alcohol privileges may result in immediate termination of a function.
- Please visit www.privateeventinsurance.com for additional questions or comments.

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EVENT INFORMATION

- Open flames such as portable barbecues, candles (except for birthday cake candles), and tiki torches are NOT permitted anywhere within the facility. Sterno may be used as intended in food warmers.
- The use of Fun Jumps, Bounce Houses, Slides or the like are not permitted at the Clubhouse facilities.
- Additional equipment such as microwaves, hot dog cookers, popcorn carts or cotton candy machines, etc. must be approved, at the discretion of The Board or Management, in advance of the event and may require an insurance rider.
- A copy of the signed contract with the entertainment provider must be provided to Management in advance of the event.
- Music is permitted inside the facility until 11pm. It must originate from inside the Clubhouse and shall not be audible from residences within the community.
- All events must end (including clean-up of the facility), and the premises vacated by 12 midnight.
- For safety reasons, propping of any clubhouse doors or gates are not permitted at any time. Renter is responsible for their guest entry/exit from the facility. **No exceptions!**
- Please supervise small children at all times. Be aware of the water elements that surround the facility.
- Guests are not permitted to remain in the facility without a JP Ranch HOA Owner present and must leave at the close of the event.
- Please ensure guests stay within the designated rental areas of the facility.
- **Use of certain party favors (silly string, party poppers, glitter, confetti, liquid or gel filled balls/balloons) is prohibited. If these items are used, and residue is left in the facility, the renters deposit will be forfeited.**

FURNITURE

- Tables and chairs are available for use within the facility, in the designated rental area only.
- The renter shall arrange for all equipment and furniture deliveries and pick-ups the day of the event, **during the rental time period only**. The JP Ranch HOA will not be responsible for items left in the Clubhouse at the conclusion of an event.
- Tables and chairs should not block exit doors.

The room and BBQ area must be returned to its original setup. *Diagrams are provided.*

KITCHEN

- DO NOT put large amounts of food scraps, bulky items or vegetable peelings in the garbage disposal. These items will cause a back-up of the system and any remediation or repair will be charged to the renting party.
- Do not store large amounts of heavy canned items (soda, beer, etc.) on the wire racks or shelves of the refrigerator. Please use tubs with ice for cooling these types of refreshments.

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CLEAN-UP

- A Security Inspector will make a facility inspection with you at the beginning and end of your event **(as per times on application)**. You will be required to sign the inspection report.
- The resident is responsible for the following items of clean up (a checklist will be provided):
 - a. Wipe down tables
 - b. Remove all trash to the dumpster in the parking lot – see instructions below
 - c. Remove all decorations, furniture, food etc. brought for the event
 - d. Clean out the sink, dishwasher and refrigerator – do not leave any personal property!
 - e. Clean the stove
- Trash Removal-All trash must be placed in the dumpster in the parking lot. Please DO NOT drag any bags containing food or liquids over the floors or exterior concrete sidewalks. If you do, you will be charged an extra cleaning fee and/or a maintenance pressure washer fee IF stains are created. Failure to remove trash may result in a fine.
- Spills on the outside patio area or the BBQ area will need to be watered off so as not to draw ants to the area. **No roasting of Marshmallows at the Fire Pit or BBQ's**
- No cleaning supplies or equipment are provided.
- Please DO NOT USE ANY CARPET CLEANSERS or spot removers on the carpet as they may bleach the carpet. Blotting carpet spots with fresh water only is permitted on a limited basis.
- Resident is responsible for securing all doors and windows prior to leaving the facility.
- Resident is responsible for setting the thermostat to OFF, fan set to AUTO.
- Resident is responsible for turning off all lights.

To inquire about dates available and to make a reservation, please use the information below to contact Management. Dates cannot be held until the application and fees are received in the office.

**Fees are subject to change without notice, contact Management for current fees, deposits and charges.

All fees and application are to be mailed/delivered to:

Keystone Pacific Property Management
C/O JP Ranch
3155-D Sedona Ct. #150
Ontario, CA 91764

Any questions can be directed to Keystone Pacific at 1-909-297-2550. Fax 949-833-0919 or email customer@keystonepacific.com.

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CLUBHOUSE RENTAL APPLICATION
1200 Heritage Dr.
Calimesa, CA 92320

HOMEOWNER NAME _____ DATE _____

ADDRESS _____

HOME PHONE _____ WORK PHONE _____

CELL PHONE _____ EMAIL _____

NUMBER OF GUESTS: **KEY FOB #**

DATE REQUESTED:

(Reservations can be made up to six months in advance)

TIME OF EVENT:

START (INCLUDES SETUP)
FINISH (INCLUDES CLEAN-UP)

TYPE OF EVENT

WILL ALCOHOL BE SERVED? **YES** **NO** **(CIRCLE ONE)**

TYPE OF ENTERTAINMENT (If applicable) _____

CATERER NAME (If applicable) _____ PHONE _____

I have read the attached JP Ranch Clubhouse Rental Procedures and Policies and Violation Fines and understand that I will be held responsible for their implementation.

Initials _____ **Date** _____

WE ONLY ACCEPT CHECKS PAYABLE TO: JP RANCH MAINTENANCE CORPORATION

OFFICE USE ONLY	Amount	DATE DUE	DATE REC'D	DATE RET'D	STAFF INITIALS
1. Security Deposit \$300 (Required to Hold Date)					
2. Cleaning Fee \$105.75 per private event					
3. Inspection Fee \$60.00					
4. Guard Fee as quoted (if applicable) currently \$25.00 per hour, 4 hour minimum (events when alcohol is served)					
5. Cert. Of Insurance JP Ranch Maintenance Corp. must be named additionally insured for all events when alcohol is served					

****Fees are subject to change without notice, contact Management for current fees, deposits and charges.**

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FINES FOR VIOLATION

The following list contains fines associated with the violation of JP Ranch Maintenance Corporation Clubhouse Reservation Procedures and Policies. Owners renting the Clubhouse are responsible for their guests' adherence to all rules and regulations as specified on the room rental form.

Room not returned to condition prior to event	\$25.00
Use of alcohol without prior permission	\$500.00
Use of open flames such as portable barbecues, candles (except birthday cake candles), and tiki torches. Sterno may be used as intended in food warmers.	\$75.00
Music not originating from inside the clubhouse facility/refusal to turn down music which can be heard in residences; refusal to turn off music at 11:00 P.M.	\$50.00
Stains on carpet Requiring partial cleaning Requiring full cleaning	TBD TBD
Required clean-up of event items not completed as per checklist	\$50.00-\$300.00
Over Capacity Limit of 55 (25% capacity due to Covid-19 guidelines)	\$300.00 forfeit of deposit
Use of unauthorized party favors	\$50.00- \$300.00
Unspecified damages to room or facility	All associated costs

I have read the "Fines for Violations" and checked the appropriate boxes. I accept the liability for damage to persons admitted to facilities while rental is reserved. I understand that in the event that I or my guests violate any of the regulations, or provide inaccurate information on my application, JP Ranch Maintenance Corporation reserves the right to cancel my function at any time, and deduct any fees incurred by this violation from my deposit check.

SIGNATURE _____

PRINT NAME _____ DATE _____

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RESERVATION AGREEMENT

1. **ROOM CONFIRMATION**

Initial here

To confirm reservation of the facility, the use fee and deposit are required at the time this Reservation Agreement is signed.

2. **FOOD AND BEVERAGE**

Initial here

All Caterers must provide proof of liability insurance naming JP Ranch and Keystone Pacific Property Management, LLC as Additional Insured on the insurance policy for the day of the event.

3. **ALCOHOL**

Initial here

Owner agrees that no alcoholic beverage will be served unless the conditions of the Alcohol Requirements section have been met.

4. **SIGNS**

Initial here

All signs must comply with the PERSONAL EVENT SIGNS section of the Rules and Regulations.

5. **USE OF DECORATIONS**

Initial here

Decorations used must not cause any damage to the facilities. This includes the methods used to attach any banners or signs, etc.

6. **MUSIC AND ENTERTAINMENT**

Initial here

A copy of the signed contract with the entertainment provider must be provided to Management in advance of the event. Music must originate from inside the Clubhouse and shall not be audible from residences within the community.

7. **RESTORATION OF PREMISES**

Initial here

Owner must complete all items listed in the CLEAN UP section by the end of the reservation time. Consult the list of fines for improper clean up.

8. **INSPECTION**

Initial here

Owner understands and agrees that an inspection of the facilities will be made by security personnel both before and after the event to ensure the facilities are brought back to original conditions.

9. **DAMAGES**

Initial here

Owner agrees to immediately notify Management of any problems encountered and any damage to the facilities caused during Owner's use. JP Ranch may bring a claim, action, or demand against Owner for repairs or replacement.

10. **CLUBHOUSE RENTAL LIABILITY WAIVER**

Initial here

Owner agrees to sign and abide by the Clubhouse Rental Liability Waiver.

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11. **ATTORNEY'S FEES**

Initial here

In the event any claim, demand, action, or litigation is commenced to enforce or construe any of the provisions of this Reservation Agreement or to recover damage for breach of any of the provisions of this Reservation Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs. In the event this Reservation Agreement is asserted in any litigation as a defense, the prevailing party, on the issue of that defense, shall be entitled to recover reasonable attorneys' fees. Each party shall bear its own legal fees and costs related to the preparation of this Reservation Agreement.

12. **ELECTRICAL REQUIREMENTS**

Initial here

JP Ranch requires all electrical service requests to be submitted to Management no later than fifteen (15) calendar days prior to the event.

13. **OUTDOOR EVENTS**

Initial here

JP Ranch reserves the right to make the decision to move any outdoor event inside in inclement weather or impending inclement weather predicted by the National Weather Service. Parties will be moved due to wind, rain, extreme heat, cold or the forecast of rain. All outdoor events will end no later than 10:00 p.m. due to local ordinances.

15. **GOVERNING LAW AND VENUE**

Initial here

This Reservation Agreement is made and entered into in the State of California and shall, in all respects, be interpreted, enforced and governed by and under the laws of California. The parties select the County of Riverside, California, as the proper and sole venue for any action filed to enforce, construe or interpret this Agreement.

Owner/Member Signature

Print Name

Date

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CLUBHOUSE RENTAL LIABILITY WAIVER

I acknowledge and agree, on behalf of myself, my tenant (if applicable) and all event attendees, that the use of the JP Ranch Clubhouse, including the designated rental area, entrance, adjacent patios, restrooms and kitchen are to be used in a responsible and safe manner and at his/her own risk.

Any person entering an Association facility assumes any and all risks of illness or injury associated with his or her access to the facility.

On behalf of myself, my tenant (if applicable) and event attendees: I release from liability and hold harmless and indemnify JP Ranch Maintenance Corporation as a result of my event activities, and waive claims that I, or my event attendees, may otherwise have or acquire against JP Ranch Maintenance Corporation its officers, directors, agents, or employees, for any injury occurring to me, event attendees, or to property as a result of any use of JP Ranch Maintenance Corporation property, located at 1200 Heritage Dr., Calimesa, CA 92320.

I have read the JP Ranch Clubhouse Rental Procedures and Policies and this Liability Waiver. I accept the liability for damage to persons admitted to facilities while rental is reserved. I understand that in the event that I violate any of the regulations, or provide inaccurate information on my application, JP Ranch Maintenance Corporation reserves the right to cancel my function at any time, and deduct any fees incurred by this violation from my deposit check.

SIGNATURE _____

PRINT NAME _____ DATE _____