

Clubhouse Rental Rules

The historic log cabin Clubhouse belongs to the Broadmoor Recreational Improvement District and is available for rental by the residents of Broadmoor. It is located at 19 ½ Belmont Drive. The Clubhouse is equipped with a kitchen, party/meeting room, restroom, and covered front and back porches. The picnic area has a large grill you may use. There is a children's playground nearby. We hope you will enjoy many memorable events!

Observe the following regulations so that the Clubhouse may be enjoyed by the residents for many years to come. Failure to abide by these rules will result in loss of privileges. Thank you very much for your cooperation.

1. The Clubhouse must be reserved in advance by calling the registrar. You will need to sign a rental agreement and arrange to pick up the keys.
2. There is a non-refundable fee of \$25.00 (twenty dollars) for each rental of the clubhouse. This fee must be paid prior to the rental date. No credit cards are accepted. The fee covers the whole day. The park and clubhouse are available starting at 7 a.m. and must be vacated by 10 p.m. First-time renters are required to pay a refundable \$100 cleaning/damage deposit.
3. Return keys promptly after your event. **Lock the doors and gates** when you leave. If you lose the lock or keys, you must pay for the replacement of all three locks and for numerous keys.
4. An adult Broadmoor resident (age 21+) must be present at all times; there must be one adult age 21+ for each group of 20 minors at all times.
5. There is a limit of 50 people for an event, except by special permission of the BPOA board.
6. You are responsible for your own behavior and that of your children and guests. The BPOA is not responsible for any injury through horseplay or inappropriate use of the facilities. You are also responsible for any damage done to the Clubhouse, or for lost, stolen or damaged personal property. The facility will be inspected by the registrar after each use. Do not let children injure the ducks.
7. Alcohol, drugs or firearms are not allowed in the Clubhouse, park or pool area, and smoking is not allowed in the Clubhouse.
8. Do not disturb the neighbors when at the clubhouse or as you come and go. No loud noise or music will be tolerated at any time. Do not block driveways when you park and do not loiter in or block the street.
9. Set up and clean up:
 - Be careful not to scratch the new flooring and do not use any chairs, tables or equipment that does not have rubber on the bottom of the legs.
 - Please do not use tape, nails, or tacks on the walls or anywhere else
 - Remove all the food and trash that you bring in to the building and put in trash cans in the patio.
 - Sweep the floors, clean any dishes, counters, stove and remove your decorations.
 - If you use the park, do not leave trash on the ground – use the trash cans that are available
10. The fireplace is sealed shut and **fires are never allowed.**
11. **Turn off the stove, heat, air conditioning and all lights** when leaving the building. Also please close the windows. **In the winter, leave the thermostat at 50 degrees.**
12. If additional tables and chairs are brought from the storeroom on the back porch, please return them. Do not remove any items from the Clubhouse, except your trash!
13. Animals are only allowed in the Clubhouse for the assistance of those with disabilities.
14. Report any maintenance needs to the registrar. You may also contact the BPOA President at 562-6877.

Be a Good Neighbor and Leave the Clubhouse Cleaner than You Found It!
Thanks from the Board of the Broadmoor Recreational Improvement District
Inventory of Items available for use at Clubhouse
If items are damaged by abuse or removed from premises, you will be billed!

Toilet paper, some paper towels, soap, a sponge and trash bags are supplied

All items must remain in the building or patios

Kitchen		Main Room	
55 Cup Coffee Urn	Paper Towel Holder	Three couches with 8 pillows	
15 Cup Coffee Urn (no top)	Microwave	1 upholstered chair	
12 Cup Mr. Coffee	Refrigerator	2 end tables with lamps	
Trash Can	Stove	2 wooden chairs	
	Misc dishes	2 six foot folding tables	
Front Patio		Back Patio	
1 iron table	1 picnic table	2 trash cans	
6 iron chairs	Two iron and wooden benches		
1 iron bench	2 ashtrays		
1 small iron table			
Other Items (inside or in storage room off back patio)			
8 card tables	22 folding chairs		
Bathroom		Cleaning Supplies	
File Cabinet		Push broom	
Small trash can		Dust mop	
Wooden screen		1 bucket	
2 soft soap dispensers		1 sponge mop	
1 toilet brush and holder		2 brooms	
		1 dustpan	