



PHONE: (805) 238-9641
FAX: (805) 238-3430
GATEHOUSE: (805) 227-6560

2130 HERITAGE LOOP ROAD
PASO ROBLES, CA 93446
www.hroa.us

RECREATION BARN - USE POLICY and CLEANING GUIDELINES

USE POLICY

1. Per HROA Bylaws, any property owner in good standing, or his/her tenant, may reserve the Recreation Barn for private, non-commercial use. Non-commercial use is defined for this purpose to mean individuals shall not charge fees, fundraise or use the Recreation Barn to obtain profit for themselves.
2. With the approval of the Board of Directors, a non-HROA member may be invited to conduct an event in the Recreation Barn to benefit HROA members.
3. Reservations for private use shall not conflict with regularly scheduled Heritage Ranch activities (e.g. meetings, planned social events) unless prior arrangements are authorized by the General Manager.
4. A reservation for private use shall not be valid until the use fee is paid and the Rental Application and Use Permit are accepted by the HROA Office.
5. The HROA Office shall maintain a reservation calendar which shall contain all authorized reservations to ensure that conflicts do not occur.
6. One "do not duplicate" key will be provided. Others who are permitted to enter the Recreation Barn will contact HROA Security to request access to the facility.
7. The person who reserves the Recreation Barn is responsible for its condition during the use period. Any damage to the Recreation Barn area will result in privileges being revoked until such time as reimbursement for damage is received.
8. Guest lists must be provided to the Main Gatehouse prior to the event.

Email: gate@hroa.us / Phone: (805) 227-6560 / FAX: (805) 239-8826

SECURITY AND CLEANING GUIDELINES

1. Any pre-existing damage or unsatisfactory conditions should be promptly reported to the HROA Office.
2. **Before the Event:** 1) Clearly label as "property of" the user any event items that are set-up/staged/stored in advance to ensure they are not accidentally used by others, and 2) keep perishables in sealed containers.
3. **After the Event:** The Recreation Barn should be left in the same condition it was received. 1) put tables and chairs put away, 2) wash dishes, 3) remove food and drinks from and wipe down kitchen & appliances, 4) remove bathroom trash, 5) remove decorations, 6) sweep floors and wipe up major spills, 7) pick up outdoor areas, 8) seal trash in bags and leave them just inside the front door, 9) turn off inside and patio lights, air-conditioning, and/or heaters.

THANK YOU!

YOUR CARE ENSURES THE REC BARN REMAINS A QUALITY VENUE AVAILABLE TO ALL MEMBERS



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RECREATION BARN - USE PERMIT

This AGREEMENT is between the Heritage Ranch Owners' Association (HROA) and _____
_____(USER) for the use of the HROA Recreation Barn.

In consideration for the use of the HROA Recreation Barn on (date) _____, USER agrees to indemnify and hold HROA and the property of HROA free and harmless from any and all claims, liability, loss, damage or expenses resulting from USER's occupation and use of said premises, specifically, including (without limitation) any claim, liability, loss or damage arising by reason of death or injury of any person or persons, including USER, or by reason of damage to or destruction of any property, including property owned by USER, any of USER's guests, or any person acting as an employee, contractor or agent of USER who are on the HROA premises as a result of USER's activities, and caused or allegedly caused by either the condition of the said premises or some act of omission.

USER agrees that they are responsible for all activities of their guests.

USER agrees that use of the Recreation Barn will only be for private non-commercial use. Noncommercial use is defined, for this purpose, to mean that no individual shall be charged a fee for use of the Recreation Barn to obtain profit for themselves, or use it for fund-raising purposes.

USER agrees that fires are to be confined to the barbeque area only.

USER agrees that quiet time is after 10:00 p.m. and that all bands, loud music, etc. will cease by 10:00 p.m.

USER agrees to vacate the area at 12:00 midnight, except for clean up.

USER agrees not to use nails, staples, tacks or other such products on interior walls, wood trim or support posts.

USER agrees to remove all perishable items from the Recreation Barn after use. Trash should be put in sealed bags and left JUST INSIDE THE MAIN DOORS.

USER agrees that all tables and chairs supplied by HROA are to be kept inside the Recreation Barn.

USER agrees to be responsible for closing all windows and locking all doors, as well as being sure that all lights and the heaters/coolers are off.

USER ACKNOWLEDGES THAT THEY ARE RESPONSIBLE TO SEE THAT THEIR GUEST(S) DO NOT GO INTO EQUESTRIAN AREA

Signed: _____

Date: _____



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RECREATION BARN - RENTAL APPLICATION

Barn Rental: \$300/event - Initial 24 hour period, may span different days.
Added Time: \$75.00 per 4-hour increment
Barn Deposit: \$300/event
Required Document(s): Homeowners Insurance or Umbrella Policy reflecting a minimum of \$500,000 in Personal Liability Coverage

Account/Member ID _____ Lot/Tract _____
PROPERTY OWNER Name(s) _____
TENANT OWNER Name(s) _____
MAILING ADDRESS _____
HR Property Address _____
Phone (Home) _____ Work/Mobile Phone _____
E-mail Address _____
Date Requested: _____ Time Requested: from _____ to _____ Event Start Time: _____
Advance Set-up Request(s): _____
Number of People Expected: _____

- All Heritage Ranch PROPERTY OWNERS will be invited to participate (Community Event)
- This a private event closed to the general community
- Homeowners or Umbrella policy: Insurance needs to reflect \$500,000+ in personal liability and name HROA as an additional insured for the duration of Recreation Barn use (set-up/key pick-up, event, next day clean-up/key drop off)

Will alcohol be present? Yes No

Purpose of Event: _____

I understand and agree that I am responsible and liable for any damage caused as a result of this event done by any person attending. I understand that the Recreation Barn key will be picked up before the event at the HROA Office, and that I am responsible for e-mailing a guest list to the gate prior to the event. I understand that all clean-up (see list) will be completed, and the key returned to the HROA Office by the end of day following the day of the event in the HROA drop box or Monday morning at the office. If the keys are not returned and the cleaning list is not complete, I may be charged accordingly.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Use Fee of \$300.00 paid by: Check # _____ Cash EFT Received by _____ Date: _____
Cleaning Deposit of \$300.00 paid by: Check # _____ Cash EFT Received by _____ Date: _____
Is this an approved community sponsored event? Yes No
Approved Exceptions*: _____ Approved by: _____ (initials)

Liability Insurance Certificate Received by _____ Date: _____
() Copy to Main Gatehouse () Copy to Maintenance () Copy to Ranch Patrol Date Sent: _____
() Initial Inspection made on (date) _____ by _____
() Final Inspection made on (date) _____ by _____