

Clubhouse Use & Application

Current as of: 3/13/2026

For more information, contact: Memberservices-Access@thespringsathighrock.org

Introduction

The Springs at High Rock (SHR) Homeowners Association, Inc. (Association) allows exclusive use to The Springs Clubhouse (Clubhouse) equipment and furnishings to SHR Property Owners, at least 21 years old and in good standing with the HOA (Applicant). This document provides information relative to informed decisions by the Applicant and the Association. The Clubhouse may be reserved for private use for one or more days. The Applicant is solely responsible for their own and their guests' actions before, during and after the event.

Applicant Information

Date of Application _____
Type of Function _____
First Name _____ Last Name _____
Springs Address _____
Email _____ Phone _____
Mailing Address _____

Duration of Event | Date(s) & Time

The Clubhouse is *closed* to group functions on:

New Year's Eve/Day Easter Memorial Day Weekend
July 4th (Weekend) Labor Day Weekend Thanksgiving Christmas Eve/Day

- Three-Days: Start Date: _____ End Date: _____
 One-Day: Date: _____

Use Hours

The Clubhouse will be available for use between the hours of 9:00AM and 10:00PM ET Sunday through Thursday and between the hours of 9:00AM and 11:30PM on Friday and Saturday except on the days listed as *closed* above.

Applicant understands that continued use of the Clubhouse outside of these hours will constitute a breach of this Agreement and may result in forfeiture of their security deposit.

Note: All set-up and clean-up must be performed during the use hours of the event dates.

Noise Ordinance

In deference to the neighbors and people using other facilities, applicant must keep noise to a minimum. Music must not be audible from the exterior of the Clubhouse after 10:00PM Sunday through Thursday and 11:00PM on Friday and Saturday. At any time during the event, if the Applicant receives a request from a homeowner to lower the volume of the music, they should respect the request and comply. Applicant understands the Sheriff's department may be called to respond if the noise issue is not resolved.

Gate and Clubhouse Access

Upon approval of the application, the SHR Member Services Access Team will contact the Applicant and provide them with instructions for event guests to access the HOA gate, and instructions to open (unlock) and (close) the Clubhouse front door.

Only the Applicant will open (unlock) and close (lockup) the Clubhouse. This responsibility **may not** be delegated.

Process

1. **Read and complete** this form and sign.
2. **Email** all pages to: Memberservices-Access@thespringsathighrock.org
3. **SHR Member Services Access Review:** *The SHR Member Services Access Team will review your good standing status, check calendars for availability and respond to you within four business days on availability. They may reach out to you directly via phone if clarification is needed.*
4. **Make Payments:** Mail two separate checks, one for the **Use Fee** and one for the **Security Deposit** (payable to "The Springs at High Rock HOA") to:
The Springs at High Rock HOA
Attn: Treasurer
P.O. Box 1226
Denton, NC 27239

Note: Insufficient Funds Fee: \$25 per check.

Fees & Deposits

The reservation is not confirmed until all monies are paid, and this application is signed and approved. Please check the Event Type that applies:

Event Type	Use Fee	Refundable Security Deposit**
<input type="checkbox"/> One-Day (Up to 25 Persons)	\$200	\$500
<input type="checkbox"/> One-Day (25 - 100 Persons*)	\$300	\$500
<input type="checkbox"/> Three-Day (Up to 100 Persons*)	\$1,250	\$1,000

* A maximum of two consecutive One-Day Events is permitted, and maximum occupancy is 100 persons per Fire Code.

**After the event, the Access Team will conduct a clubhouse checkout review and notify the Applicant of the outcome. If all Agreement requirements are met, the deposit check will be destroyed. Upon request, the Applicant may receive an electronic photo of the destroyed check.

Commented [RH1]: Should we include a statement in this section regarding Fire Code? We have up to 100 in the check box but maybe add the note at the bottom regarding the limit so we are covered and it is very clear that the party cannot be for more than 100 people.

Cancellation Policy

- **Cancellation (Three-Day):** Must cancel 30 days prior for a refund.
 - **Cancellation (One-Day):** Must cancel 10 days prior for a refund.
-

Additional Fees

The fees listed below may be charged if guidelines and usage indicated within the signed contract are not followed – ALL ARE SUBJECT TO CHANGE.

Please note that not all possible charges are listed.

- Failure of Applicant to remain in attendance during entire event including set-up and clean-up results in the forfeiture of \$500 one-day use or \$1,000 three-day use security deposit
 - Smoking violation - \$100 per incident
 - Doors left unlocked or unsecured - \$100 per door
 - The thermostat not reset - \$100
 - Final cleaning not performed or incomplete - \$200
 - Lights left on - \$100
 - Trash not removed - \$100
-

Applicant's Responsibilities

Applicant assumes all responsibility, risks, liabilities, and hazards incidental to the activities conducted at the event (including, but not limited to, the serving of alcoholic beverages) and hereby releases and forever discharges the Association, its officers, directors, employees, agents, and members (past, present, and future) from any and all claims, costs, causes of action, and liability for personal injury or death and damage to or destruction of property arising from their use of the Clubhouse and the surrounding property.

Only the Applicant will open (unlock) and close (lockup) the Clubhouse. This responsibility **may not** be delegated.

On the day(s) of the event, the Clubhouse is available for use as noted above – type of event, date and hours. Applicant understands that continued use of the Clubhouse outside of these hours will constitute a breach of this Agreement and may result in forfeiture of their security deposit.

No one under the age of 21 will be served or allowed to consume alcoholic beverages.

Applicant agrees to indemnify and hold harmless the Association, Cedar Management Group, and their employees for all claims and liabilities related to their reservation.

If the event requires cancellation, the Applicant will contact the SHR Member Services Access Team via email as quickly as possible. No reason for cancellation is necessary. Appropriate cancellation fees will apply.

Applicant understands that they are being granted the exclusive use of the Clubhouse for the time period requested subject to the right herein reserved by the Association to enter the Clubhouse and terminate their use immediately should the conduct of any person using the facility endanger the health, safety, or well-being of any person or constitute a threat to any property.

Applicant understands that the Clubhouse will be used for lawful purposes only and that any conduct at the function they are sponsoring does not violate any federal, state, or local laws or ordinances.

Clubhouse Standards and Expectation of Use

The safety, health, and comfort of all members are the basic objectives of following Clubhouse Standards. These standards were approved by the Board of Directors. It is the duty and responsibility of all HOA members, their children, and guests to comply with these standards.

- The Applicant reserving the Clubhouse must host the event and must be present at all times including setup and cleanup. Failure to do so will result in the loss of the security deposit.**
- Private use (aka Rental) of the Clubhouse **does not include** use of the swimming pool, hot tub, or tennis/pickleball courts. Non-member guests are not allowed in these areas at any time.
- Guests must remain in the Clubhouse area and not wander through the residential or common areas.
- Wet swimsuits and/or pets (with the exception of service dogs) are not allowed inside the Clubhouse at any time.
- Smoking (tobacco, vape, other) is NOT allowed in the Clubhouse or the surrounding HOA grounds. Smoking is only permissible inside private vehicles.**
- Shoes and shirts are required to be worn while inside the Clubhouse.
- Decorations:
 - No paint, tape, or tacks are allowed on walls, floors, furniture, or ceilings.
 - If helium balloons are used in the Clubhouse, they must be attached to a streamer of at least 25 feet to prevent loosened balloons from becoming unrecoverable in the rafters.
 - Glitter and confetti may not be used in the Clubhouse due to the difficulty in removing it from the furniture fabric, carpets, and rugs.
- Guests must park legally in the Clubhouse parking lot. Vehicles parking on the streets or easement areas of Tor Court due to parking lot overflow must not at any time block driveways, damage landscaping, or impede access by emergency vehicles. Discovery of any such occurrence may result in the vehicle's being towed away at the owner's expense. Vehicles must be parked in accordance to the **SHR Parking Rules & Regulations.**
- At all functions, including Association functions, alcoholic beverages are permitted only on a "bring-your-own basis and are to be consumed only by persons 21 years of age and older.
- Items left in the Clubhouse after the final cleanup becomes the property of The Association.

Commented [EH2]: Previously said prepared by the RFC. It doesn't really matter who prepared it, only that it was approved by the Board. Eliminates need to update when functional areas/committees change.

Commented [EH3]: Note: The IRC needs to update the SHR Parking Rules & Regulations to remove the requirements to place signage on the dash of vehicles.

- **No glass containers** are allowed on the front steps, rear steps, or deck areas of the Clubhouse. Broken glass resulting from falling from the Clubhouse deck may require closing the hot tub and pool for draining, vacuuming and refilling.
- Furniture & Fixtures:
 - Interior Clubhouse furniture is to remain inside during the event. It may be rearranged. At the conclusion of the event, all furniture must be returned to its original location.
 - All lights must be shut off, final cleanup performed, the thermostat reset, all doors and windows locked and secured.
- Fireplace may only be used when operated by an Association representative or approved in writing by an Association representative.
 - If fireplace use is approved, the flame must be turned off and gas valve closed as instructed and approved by the association and before Applicant leaves clubhouse.
- All trash must be removed from the interior of the Clubhouse. All trash, including from the restrooms, must be either placed in the GFL waste bin on the deck behind the kitchen or taken with the Applicant. Do not dispose of trash in a construction dumpster. Use the attached Clubhouse Clean Up Checklist for reference.
- Firearms or other weapons are strictly prohibited inside the Clubhouse or on the common Clubhouse property at any time.

Commented [EH4]: I added this paragraph to cover cases like allowing temporary use for pictures, etc.

Commented [RH5]: Change language to indicate where the GFL can is located on the deck.

Clubhouse Clean Up Checklist

(Please use this list for reference to ensure the return of your security deposit.)

The Applicant is expected to complete a thorough, final clean-up to return the facilities to the condition that they found it. In addition, all food, beverages, containers, and other goods that were brought in for the event must be taken with the Applicant. Any garbage generated at the event's ending must be either placed in the GFL waste bin on the deck behind the kitchen or taken with the Applicant.

- No debris of any kind (crumbs, dirt, trash, grass, etc.) or liquids on any floor – including kitchen, common area and bathrooms. If any sticky substance is applied/spilled on any surface, it is expected that the Applicant will apply the proper cleaning agent to remove the substance without damage to the surface.
- Kitchen cabinets and countertops clean.
- Appliances clean and turned off except for refrigerator.
- Refrigerator clean. All food or drink placed in the refrigerator removed. No food or drinks left behind.
- Sinks clean.
- Tables and chairs left clean, and all furniture returned to its original place.
- Outside deck cushions neatly placed inside the Clubhouse.
- Surrounding grounds in order (i.e., no trash or debris in landscaping beds).
- Decorations removed. Overall facility conditions inspected.
- Lights and fans off. All doors and windows closed and locked.
- All garbage, including the restrooms, removed from inside the facility.
- Fireplace screen on. If fireplace use is approved by an Association representative as stated above, it must be turned off and gas valve closed.
- This checklist must be returned to the SHR Member Services Access Team (or another pre-determined Association Representative) by no later than 9:00PM the day after the event.
- Both thermostat controls reset (80° in the summer / 60° in the winter).

Commented [RH6]: Change language to indicate where the GFL can is located on the deck.

Commented [RH7]: Describe where to take the trash so they find the GFL can 😊

Acknowledgement

I, _____, hereby have read, understand and accept the above terms and conditions for using the Clubhouse; and submit this application.

Applicant Signature

Date

SHR Representative

Date

Approved

Denied - Reason

For SHR use only:

Date received:	
Applicant verification:	
Payment received:	
Applicant notified:	
Security notified:	
Access granted:	
Event added to Calendar:	
Event occurred:	
Clubhouse checked:	
Security deposit returned:	
Security deposit kept:	
Additional fees incurred:	
Notes:	