



Memorandum of Understanding for Clubhouse Use

The following is a Memorandum of Understanding (MOU) between Coronado Shores Beach Club Inc, (CSBC) and the _____ (*club/-group/activity name*).

The parties mutually agree to the following:

- _____ agrees to have a CSBC resident member contact person who shall represent the club and be responsible for the terms of this MOU and shall work with the assigned CSBC Board member to maintain a harmonious relationship for use of CSBC Clubhouse facility during regular business hours.
- A clubhouse key will be provided if necessary to CSBC resident member contact person, _____, with the understanding that CSBC Board of Directors will have sole discretion regarding who shall use the key and when its use will be rescinded.
- Any change in leadership or dissolution of said group will require notification to CSBC Board of Directors, return of keys, and/or a new MOU completed by new resident member contact, if applicable.
- CSBC will not require compensation for usage of the Clubhouse facility during the term of this understanding.
- Members of _____ shall understand that CSBC will retain its normal daily operation and activities of the Clubhouse and office for members of CSBC and community visitors.
- The MOU will be reviewed annually and will remain in effect as long as there is an identified CSBC resident member contact person and the terms of understanding are honored, unless unforeseen circumstances occur which require alterations in the use of the facility.
- The _____ (*club/-group/activity name*) will comply with the attached Rules For Groups.

CSBC Board Signature: _____ Title : _____

Club/Group/Activity Resident Member Signature: _____

Club/Group/Activity Resident Member Print Name: _____

Dated this day: _____



CORONADO SHORES BEACH CLUB INC. (CSBC) RULES FOR APPROVED GROUPS

Approved groups are being allowed to use the CSBC Clubhouse during regular business hours for activities. Keep in mind this means you have not reserved the Clubhouse. Therefore, groups shall respect the rights of all CSBC members and their guests to use the Clubhouse and any and all amenities during regular business hours.

CSBC rules for groups holding activities during regular Clubhouse hours:

1. If your group brings food/snacks to enjoy during your activity, you must take them with you when you leave.
2. Groups shall put all used cups, glasses, flatware, and utensils in the dishwasher.
3. Groups shall insure the floors, tables, kitchen counter tops and restrooms are left clean.
4. Groups shall not enter or use the office.
5. No group shall use the Clubhouse on major holidays or days the Activities Committee has a planned function (day or evening). See large club calendar for dates and/or check with staff @ 541-764-2495.
6. Each group shall designate a CSBC resident member that is acceptable to the CSBC Board of Directors to be responsible for:
 - a. locking all doors and unlocking the main door only;
 - b. turning lights on and off;
 - c. ensuring cleanup;
 - d. turning off and unplugging any appliances used; and
 - e. being the one the Board will work with to resolve any problems that may arise.

CHECK LIST

- Clean all tables and kitchen counter as needed.
- Put all dirty utensils and dishes in the dishwasher. Empty all used coffee pot filter baskets and dispose of leftover coffee.
- Clean carpet with carpet sweeper or vacuum as needed.
- Turn off and unplug any appliances used.
- Make sure that all lights are turned off except night light on timer.
- Check that back door and sliding door are locked and windows are closed.

THANK YOU FOR YOUR COOPERATION