# WINNEBAGO PARK ASSOCIATION, INC.
# CLUBHOUSE RULES AND REGULATIONS
**Effective June 1, 2025**

1. Use: The Clubhouse is available for use by WPA members only.
    a. The reserving member ("member") is responsible for complying with these rules and regulations
    b. The member must be present during the event. If the member cannot be present, an adult from the member's immediate family must be present.
    c. The member is responsible for the conduct and behavior of all guests.
    d. Children and teens are permitted to use the Clubhouse ONLY with member supervision.
2. Reservations: Reservations must be made with the Clubhouse Coordinator. Time for event preparation and post-event cleaning should be included when making your reservation. The member must provide the Clubhouse Coordinator with a signed Clubhouse Reservation Agreement along with any required deposit.
    a. There is no deposit for use if the event is for less than 50 people.
    b. There is a $250 refundable deposit payable to Winnebago Park Association if the event is for 50 or more people.
3. Prohibited Activities: Unlawful, offensive, inappropriate and/or disruptive activities are prohibited on Clubhouse facility and grounds. The Association reserves the right to determine and address any such activities as it sees fit.
    a. Any damage to the Clubhouse arising from use of the Clubhouse facility and grounds by the member and/or his/her guests will be charged to the reserving member.
    b. Depending on the severity of the damage, the Association may suspend the member's Clubhouse privileges.
4. Cleaning After Event: The Clubhouse will be inspected before and after each use and must be restored to its pre-event condition.
    a. Clean up must take place within 24 hours following use of the Clubhouse. If the member prefers not to personally conduct the cleaning, the member may use a cleaning service. The Association generally uses Maid Perfect (P.O. Box 86, New Holstein, WI 53061; Tel: (920) 375-0208). If a member wishes to use another cleaning service, please inform the Clubhouse Coordinator who will be cleaning after the event. The member is responsible to ensure the cleaning service adheres to these rules and cleaning requirements.

b. Garbage and Recyclables must be put in the Clubhouse garbage & recycling containers immediately following the use of the Clubhouse. If garbage or recycling exceeds the capacity of the clubhouse containers, the member must use his/her personal containers.

c. The member is responsible for putting the garbage & recycling containers out for collection and returning them to their location outside of the Clubhouse.

d. All countertops and tables must be wiped clean and disinfected with proper cleaning solution and tables stacked top-to-top/back-to-back to prevent scratches.

e. Place chairs along the wall. Please be careful not to scratch them. Do not let them touch the wall or each other. Do not stack them.

f. Floors must be swept clean. Any sticky areas must be cleaned.

g. Wash out sinks. Remove food waste from drains. If dish cloths and towels are used, please take them home to wash and return them promptly.

h. Wash and return all dishes and silverware to plastic bags and cupboards.

i. Mop the vinyl floors. (Wood floors should not be mopped.)

j. Flush toilets, clean and brush them. Empty waste containers. Clean sinks. Replace paper towels, toilet tissue and soap if necessary.

k. The Stove is electric. Please make sure all burners and oven are turned off. Wipe up spills, etc.

l. Do not unplug the refrigerators. Refrigerators are kept running until fall. Refrigerators must be emptied and cleaned out from any spills that may have occurred.

5. Supplies: Bring your own supplies. OR Replace/reimburse the Winnebago Park Association for any Clubhouse supplies used. There are garbage bags, toilet tissue, paper towels, dish detergent, etc. in the Clubhouse.

6. No Smoking: Smoking is not allowed in the Clubhouse or on the Clubhouse porch.

7. Alcohol: If alcohol is served, the member is responsible for assuring compliance with all applicable state and local regulations. All alcoholic beverages must be removed from the Clubhouse after the event.

8. Animals: No animals are allowed inside the Clubhouse except for documented service animals.

9. Wheeled devices: Skateboards, roller blades, scooters, and similar sporting goods items are not permitted for use inside the Clubhouse. This does not include strollers, wheelchairs, required medical devices or clubhouse items (table carts, kitchen carts, etc.).

10. Sound System: Please consult the posted instructions for the sound system before use and turn off all components after use.

11. Ice: Ice is currently available during the summer months for your convenience. Payment is by the honor system. If you intend to use many bags of ice, please inform the Clubhouse Coordinator.
12. Clubhouse Items: Tables, dishes, etc. may be borrowed from the Clubhouse but only with permission from the Clubhouse Coordinator to ensure there are no clubhouse rentals during the same timeframe. Return all items promptly and inform the Clubhouse Coordinator when the items are returned.
13. Secure the Facility: Close all windows and doors. Turn off lights, fans, stereo etc. Lock up all exterior doors when you leave.
14. Right of Refusal: The Association may refuse entry and/or future use of the Clubhouse to anyone who violates the Clubhouse Rules and Regulations.
15. Property Donations: The Association may accept donations of new or nearly new useable items that, in the Association's opinion, could improve our Clubhouse. Any such donation must be approved by the Association's Vice President.



*Clubhouse Rules and Regulations were approved by the Board of Directors of Winnebago Park Association, Inc. on June 2, 2025.*