

Town of Dune Acres – Clubhouse Workspace Program and User Agreement

The Clubhouse may be utilized as an informal workspace for adult residents during business hours. The building is be available most Monday through Fridays, 7:30 AM to 4:00 PM, with adjustments to times contingent on rental bookings, weather and other factors. Residents with questions about availability may contact the Clerk-Treasurer at datownclerk@gmail.com report on usage. Residents are asked to monitor the space during use and prevent unauthorized use to the best of their abilities. **A Workspace Use Agreement shall be on file for each family using the facility.**

Building Amenities Available:

1. WIFI, password 93HFJ7AJP99CDA7Y
2. Tables, Chairs
3. Restrooms
4. Kitchen (except gas stove)
5. Waste Services
6. Heated space in winter, with a provided room temperature of 70 degrees (personal heaters not permitted), with thermostat turned down to 50 at night.

Permitted Uses:

1. Residents working on projects/studies/personal business.
2. Occasional small meetings with non-residents in attendance.

Building Restrictions:

1. Building will be unavailable during heavy snow events or when extraordinary ice and snow conditions cause driveway, parking or walking obstacles.
2. No receiving business clients on a regular basis.
3. All established building rules apply during workspace use, including no pets, no smoking, etc.

Fees:

1. Resident Use Fees are as follows:
\$50 Per Month per Family, payable to the Town of Dune Acres, by the first day of each month of intended use. A one-time signed Use Agreement shall be executed.

USER PROCEDURES:

1. Clubhouse access is via front door key, available inside the coded lock box located at the front door. The lock box access code will change regularly. Users will be advised of codes as needed.
2. All users will sign the log book when entering and exiting the clubhouse.
3. The first person arriving for the day will adjust the thermostats as needed. There are two thermostats located on bottom floor: one to the right of the women's restroom, and one on the east wall, near the patio doors. Both should be set. If the furnaces do not appear to be working (cold air blowing), residents should contact town Maintenance, Mark Taylor, cell 707-2445
4. Windows may be opened as needed. Please do not force windows that do not easily open or close. If needed, remove the screen and guide the unit, reducing stress on the crank as much as possible. The building has settled over the years and keeping moving parts free is a challenge!
5. When leaving the building with no other users present, please:
 - a. Ensure all windows are closed.
 - b. Turn thermostats back down to 50 degrees.
 - c. Turn off lights.
 - d. Ensure the building is left in the same condition you found it.
 - e. Lock the front door. Push the lever to the far up position in order to lock. Return the key to the lock box.

TOWN OF DUNE ACRES
Clubhouse Workspace Use Agreement

This signed agreement must be on file with the town for all residents participating in the Clubhouse Workspace Program, and shall be renewed annually. The \$50 monthly fee shall be paid to the Town of Dune Acres by the first of each month.

By signing this agreement, the resident agrees to defend, indemnify and hold harmless the Town of Dune Acres from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the Town of Dune Acres by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death, arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the resident, the Town of Dune Acres, or by third parties, or by the agents, servants, employees or factors of any of them.

I also accept responsibility for the family I represent. I agree that we will abide by the given rules and regulations with the knowledge that any violation of these rules and regulations may result in a fee being assessed for damages and/or denial of future use of the building.”

Resident Name (please list all anticipated users):

Dune Acres Address: _____

Car Descriptions and License Plate Numbers:

_____	_____
_____	_____

Intended Uses

Please list any space uses, i.e. study, phone calls, occasional meetings, personal projects, etc.

Homeowner Signature and Date:
