



*Summerfield*  
of AMHERST • NEW HAMPSHIRE

**COMMUNITY BUILDING  
HANDBOOK**

# COMMUNITY CENTER HANDBOOK

Amended October 1, 2024

**Community Center (CC) (Clubhouse).** The Community Center, also referred to as the Clubhouse, is provided for the use of all Summerfield of Amherst Owners, residents, and their guests. All functions must be for the use of Summerfield of Amherst residents and their guests for private and social events only.

**1. Functions & Priorities** – There are three types of events that can be held at the Community Center. These are:

**a. Standing Group** – This is an event that is sponsored by a standing group recognized by the Board. This list expands or contracts as interest in the activities or groups vary. Some examples of these groups are Pinochle, Craft, Scrabble, Book Readers, etc.

**b. Community Wide** – This is an event open to all residents of Summerfield. Community Center capacity safety limits (maximum 66 persons) may restrict the number of attendees, but the event is open to all residents. A Community Wide event may be sponsored by the Social Committee, the Education Committee, or by an individual resident.

**c. Private** – An event that is sponsored by or for resident(s) and is not open to all residents of Summerfield. The sponsoring resident(s) must be present at the function from opening until closing of the Community Center.

**The following uses are not permitted unless approved in advance by the Board of Directors:**

I. Any event that is open to the general public

II. Any event of a private or public organization that is not sponsored by a resident of Summerfield who is a member of that organization.

III. Any event, sponsored by a Summerfield resident, of a local social organization to which the sponsoring resident belongs.

IV. Political events

V. Fund raising events

VI. Profit oriented events, such as Tupperware, Amway, jewelry, etc.

VII. Corporate events

## VIII. Events that exceed the capacity of the Community Center

**2. Reservations** – The Community Center is available by reservation only. To reserve the Community Center the Unit Owner or resident who is the event sponsor must submit the form found on page 4 of these Rules and Regulations to the Director of the Community Center. The form may be submitted as an attachment to an email request, via U.S. Mail, or hand delivered . Reservations will be taken on a first-come, first-served basis.

**3. Availability** - The Community Building is available for use until 12 midnight on Friday and Saturday, and until 11:00 PM Sunday through Thursday.

**4. Fees** – For Private Functions, at the time of reservation, a check in the amount of \$100.00 payable to the Summerfield of Amherst Condominium Association will be required to cover the usage fee. The reservation will become effective upon the receipt of the check. If there is any damage incurred during usage of the Community Center, the cost of repairs will be billed to the resident. A member of the Board will inspect the Community Center with the sponsoring resident before and after the event. ***\*Usage Fees are subject to change.***

**5. Responsibilities** – The resident who reserved the CC is responsible for the actions of any guests including any damage incurred to the building or furnishings by those guests. The responsible resident must also ensure that:

- a. A reasonable sound level is maintained both inside and outside of the building throughout the course of the sponsored function.
- b. He or she is present at the function at all times.
- c. There is NO SMOKING anywhere in the building.
- d. There will be NO PETS anywhere in the building.
- e. Nothing is taped, pinned, affixed or hung on the outside of or on the walls inside the Community Center.
- f. The checklist can be found on page 5 for items to be checked and items to be cleaned when the Resident is finished using the building.
- g. The Community Center is restored to its original configuration. If the furniture is moved to accommodate the function, it must be returned to its original placement at the conclusion of the function.

**6. Equipment** – There are several items of equipment available for use by residents for events scheduled at the Community Center. These items are of the expendable and non-expendable variety. The expendables are contained in the kitchen cabinets and are

available to all users of the Community Center without prior coordination. The non-expendables are locked inside two closets in the Community Center and are available with prior coordination with the Board. A complete list of available items can be found on pages 6-7.

**7. Fines** - Any violations of these guidelines and rules for the Community Center may result in a fine, charges for damages, and/or denial of future use of the facilities.

**8. Gas Grills** – There are two gas grills at the back of the Community Center. They are available for use if requested in the reservation. The resident sponsoring the event that chooses to use the gas grills assumes all risks for doing so. The gas grills must remain at least ten (10) feet from the building. If the gas grills are used, the reserving resident and a member of the Board, both before and after the event, will inspect them for function and cleanliness.

**9. Alcoholic Beverages** – Alcoholic beverages are permitted but any alcoholic beverages that are served will be served only to guests of legal drinking age. The resident is responsible for insuring that no alcoholic beverages are served to an obviously intoxicated guest. The resident assumes all responsibility for the actions of any intoxicated guest.

**10. Parking** - All guests should use the parking lots adjacent to the Community Center, making sure that the mail house is not blocked to residents. If there is an overflow of cars, cars may be parked along the roadways. Two-way access on all Summerfield roads must be maintained for residents and emergency vehicles.

**11. Community Center Access** – The front door has a keyless electronic keypad. The combination to the keypad will be provided to the resident to open the Community Center. Owners and Residents must not pass on the combination to anyone who is not a Member of the Association.

**SUMMERFIELD OF AMHERST**  
**COMMUNITY CENTER RESERVATION FORM**

Date Submitted \_\_\_\_\_

Resident Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Email address \_\_\_\_\_

Requested Reservation Date - From \_\_\_\_\_ To \_\_\_\_\_

Estimated Number of Guests (Maximum capacity is 66) \_\_\_\_\_

Type of Function \_\_\_\_\_

Will the gas grills be used? \_\_\_\_\_

Date Usage Fee Paid \_\_\_\_\_ Check # \_\_\_\_\_

I have read and agree to the terms and conditions governing the use of the Community Building. I will leave the community building neat and clean and in the same condition as I found it. I understand that I will be billed for damages done to the building or its furnishings and that I am responsible for cleaning costs should I fail to satisfactorily clean it myself. The usage fee is \$100.00 and is payable to the Summerfield of Amherst Condo Association.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## **SUMMERFIELD OF AMHERST** **COMMUNITY CENTER CHECKLIST**

This checklist has been provided to assist with cleaning and securing the building after any function. Failure to properly clean and secure the Community Center could result in denial of future request(s) to use the Community Center.

1. Vacuum all carpets.
2. If there have been spills on the carpet, every effort should be made to clean the spill. If the stain cannot be removed, it is the Resident's responsibility to notify the Board of Directors of the spill.
3. Trash is to be collected from both restrooms and the kitchen and taken home by the Resident who sponsored the function. There is no trash pickup at the Community Center.
4. The kitchen is to be thoroughly cleaned if used. The floor is to be swept (unless there is a spill), stove & oven cleaned, and countertops washed & cleaned. The refrigerator is to be left empty and clean. All leftover food, drinks, condiments, and paper products are to be removed.
5. If the dishwasher is used, it is to be emptied completely and all dishes and silverware returned to the armoire. The silverware is to be separated into the appropriate caddies. The silver should be wiped before storing to avoid spotting. If the Community Center has been reserved for the day following the event, this step may be accomplished on that day.
6. Inspect the bathrooms and clean as necessary.
7. Turn off the fireplace, if used.
8. Turn off all lights.
9. The thermostat should be set as follows:
  - a. Off in summer
  - b. 55 degrees in winter
10. Close and lock all doors and windows.
11. The room will be inspected after the event to ensure it is left in good condition. If not cleaning or damages charges may result.



**SUMMERFIELD OF AMHERST  
COMMUNITY CENTER NON-EXPENDABLE EQUIPMENT LIST**

<u>Item</u>	<u>Quantity</u>
Barbecue grill tools set	1
Basket, Bread, Metal - 10.5" Dia.	2
Basket, Bread, Metal - 9" Dia.	2
Basket, Bread, Wicker - 10.5" Dia.	1
Basket, Bread, Wicker - 11.5" Dia.	1
Basket, Bread, Wicker - Large	1
Bowl, Crystal - 12" Dia.	1
Bowl, Crystal - 14" dia.	1
Bowl, Plastic (Thanksgiving) - 16" Dia.	2
Candle decorations, 3" candles	4
Candle Trays, 6 Tea light candle slots - glass	2
Chairs, Folding	68
Coolers, Styrofoam	2
Corn on the cob holders, bag	1
Dish, Candy, Crystal, Egg Shape with cover - 4"	1
Dish, Candy, glass with cover - 5" Dia.	1
Dish, Candy/nut, leaf shaped glass	6
Dish, Glass - 9" Dia.	1
Hot Pads, green	4
Ice Bucket, Crystal	1
Ice Buckets, Large with Floor Stands	2
Misc party decorations	Multiple
Platter, Black plastic - 18" Dia.	9
Platter, serving, plastic - 14" Dia.	2
Platter, White plastic, large oval	5
Pot, Corn boiling, metal (12 QT)	1
Projector	1
Silverware Dishes, crystal - 10.5" x 4"	3
Sugar container with cover; white ceramic	1
Table, Folding, Round, 29" Dia.	1
Table, Folding, Round, 5" Dia.	6
Table, Folding, 6' x 30"	1
Table, Folding, 8' x 30"	1

<b>Table Cloths, Dark Green, round</b>	<b>1</b>
<b>Table Cloths, Gold, Rectangular</b>	<b>3</b>
<b>Table Cloths, Gold, round</b>	<b>5</b>
<b>Table Cloths, Light Green, round</b>	<b>6</b>
<b>Table Cloths, Paper (various sizes)</b>	<b>10</b>
<b>Table Cloths, Red, round, Large</b>	<b>1</b>
<b>Table Cloths, Red, round, small</b>	<b>2</b>
<b>Table Ornament, Christmas Angel</b>	<b>1</b>
<b>Tea Candle Holders, large glass with spiral inserts</b>	<b>3</b>
<b>Tray, Beverage, Rectangular - 13" x 18"</b>	<b>1</b>
<b>Tray, Serving, Plastic - 7.5" x 12.5"</b>	<b>2</b>
<b>Tray, Serving, Plastic - 9.5" x 12.5"</b>	<b>5</b>
<b>Vase, Crystal - 10"</b>	<b>1</b>
<b>Vase, Glass - 8"</b>	<b>1</b>
<b>Vases, table, glass</b>	<b>14</b>
<b>Votives (Tea Candle Holders), crystal, Star shape</b>	<b>4</b>
<b>Votives (Tea Candle Holders), Glass, knobby</b>	<b>17</b>
<b>Votives (Tea Candle Holders), Glass, Sailboat</b>	<b>6</b>
<b>Votives (Tea Candle Holders), Glass, smooth</b>	<b>11</b>
<b>Warming Tray - Electric (Waring)</b>	<b>1</b>
<b>Warming Trays - Sterno</b>	<b>2</b>