

CLUBHOUSE RESERVATION

PROTOCOLS FOR RESERVATION OF THE CLUBHOUSE

COMMUNITY SOCIAL EVENTS – HOA 0808-7

- Any member or group of members may reserve the clubhouse and schedule a community social event.
- A reservation form must be completed and submitted to the Social Coordinator after confirming the clubhouse reservation date.
- Fees from \$2 to \$10 may be charged to help defray supply and food expenses. All funds collected from members must be reported to the Board.
- Contributions to the Social fund held with the Treasurer will be gladly accepted, if contributions are greater than expenses.
- The Board will sponsor at least one, possibly more, “no charge” social event(s) during this fiscal year using Social funds held by the Treasurer.
- The sponsor(s) of the social event shall be responsible for advertising and RSVP calls.
- The sponsor(s) of the social event shall have access, through the Social Coordinator, to the community calendar and to the newsletter for additional notification to members.
- The Sponsor(s) is responsible for all advertising, cooking, serving and clean up for their event.
- The Social Coordinator may assist with a few names of anyone who would like to help at events, but volunteers cannot be guaranteed and are not the responsibility of the Coordinator.
- This format should not be considered a “competition” between different sponsors, but only a method of allowing those who enjoy cooking for large crowds to use their skills for the pleasure of the entire community.

PRIVATE PARTY EVENTS – HOA 0409-1

- Any homeowner in good standing may reserve the clubhouse for a private party. ~~Such reservation includes the pool.~~ Please be sure your guests read and are aware of the posted pool rules. The exercise room is not for childrens use or play; so please monitor if children are present at your function.
- Check for available date(s) with the Social Coordinator
- Complete and sign the reservation request form.
- Completed forms must be turned in to the Social Coordinator who will maintain the approved form for filing.
- Be sure to complete a notice for the door to advise of the private reservation.
- Please be aware that you are personally responsible for kitchen clean-up and any damage or excessive staining of carpet. You do not need to wash the kitchen floor.
- Please bring your own consumables, i.e., coffee, sugar, creamer, napkins, paper plates and containers.
- The facility is inspected on a weekly basis and kept in acceptable condition of cleanliness, including carpet stains.
- You may wish to inspect the facility yourself prior to your function. The Social Coordinator will accompany you, if desired.
- If using the BBQ, please make sure it is clean and leave a \$5 fee to replace the propane.
- Please make certain all equipment and lights are turned off and that all doors are securely locked upon leaving the clubhouse.

RESERVATION FORM

Use this form to reserve the clubhouse for either "private parties" or "community social" events.
All non-reserved times are available for concurrent use by all homeowners and their guests.

Private Party: _____ or Community Social Title or Theme: _____

Does your event require exclusive use of the clubhouse? YES _____ NO _____

("exclusive use" is defined as: Limited to only those who are invited by the event sponsor)

Date(s) Requested: _____ Date confirmed by: _____

(If contiguous days are required, the sponsor must keep in mind that the clubhouse is for the usage of the entire community and each member has a key to the clubhouse. If the sponsor decides to leave items in the clubhouse when no sponsors are present, it shall be at his/her own risk.)

Event Frequency: One Time _____, or Reoccurring _____

Time(s): from _____ (AM) (PM) until _____ (AM) (PM)

Primary Contact Person: _____, Phone: _____

Alternate Contact Person: _____, Phone: _____

Will you be charging an admission or attendance fee for this event? _____

Will you receive reimbursement for food or supply costs for this event? _____

Will you be making a donation to the social fund from this event? _____

Will you be using the PA system for this event? _____ If so, please contact a Board Member for instructions on how to use it.

Will you use the BBQ? _____ If so, there is a \$5.00 fee. Fee paid: _____

I have received a copy of the club house reservation protocols and understand my responsibilities as an event sponsor.

Signed: _____

(Submit this form to the Reservations Chairman or place in box outside clubhouse near front door)

CLUBHOUSE RESERVED

Name: _____

Date: _____

Time: _____

(post this notice in the clubhouse)



CLUBHOUSE RESERVED

Name: _____

Date: _____

Time: _____

(post this notice in the clubhouse)