

SOUTH CLUBHOUSE RESERVATION APPLICATION

Revised 9/09

NAME: _____ UNIT ADDRESS: _____

PHONE: W) _____ H) _____ PARTY DATE: _____

CLUBHOUSE DESIRED (CHECK ONE): NORTH _____ SOUTH _____

of GUESTS: _____ (Maximum Capacity: 70 PEOPLE per Mont. County Fire Department)

FUNCTION TO BE HELD: _____

CLUBHOUSE USER AGREEMENT

I have requested the Council of Unit Owners of Parkside Condominium to permit me the use of its Clubhouse on _____ for the purpose of a _____. I agree that I will accept full responsibility for use of the Clubhouse during the time stated in the application. I agree that the Clubhouse shall be used for no purpose except for the purpose listed. I agree that when I complete use of the Clubhouse, I shall return the premises and all property and equipment located there in the same condition that I received it. If any damage is done to the premises or to any of its property or equipment, I will be fully responsible for repairs and/or replacement.

I agree that I will assume all risks of injury to myself and anyone else using the Clubhouse with my permission during the time the Clubhouse is under my control. I agree that I shall indemnify and hold harmless the Council of Unit Owners of Parkside Condominium for any claim against it as a result of my use of the Clubhouse.

I have read and fully understand the conditions of this application and the rules.

Date

Signature of User

OFFICE USE ONLY

Paid amount: \$ _____ Check #: _____ Date: _____

Residency Verified: _____

Approved: _____ Disapproved: _____

(Maximum Capacity: 70 PEOPLE per Mont. County Fire Department).

Reservations to be made by owners or renters at least 21 years of age, for the sole purpose of personal parties and cannot be associated with any group or organization such as business or religious groups, sororities, fraternities, etc. In making reservations for the clubhouse, the resident does hereby acknowledge and accept the following:

1. **Reservations:** Applicant must post one check in the amount of \$225.00 (\$150 security deposit and \$75 rental fee) to reserve a clubhouse more than two weeks in advance. Reservations less than two weeks in advance must be paid in cash. Note: No date will be held for any length of time without full payment. All reservations are subject to approval by Management. Upon receipt of the application and payment, the check will be deposited. Upon clearance of the check and verification of residence (renter or owner) the application will be approved or disapproved by the General Manager. **The swimming pool facility is NOT included in the rental of the clubhouse. Rental of the swimming pool is prohibited.**
2. **Access/Keys:** The clubhouse key must be picked up by 5:00 pm on the day of party. For weekend parties the key must be picked up on Friday by 5:00 pm. If the key is not picked up during business hours, a \$33 fee will be withheld from the security deposit for an emergency call. **Access to the clubhouse is granted after 5:00 pm M-F (unless a holiday).** All windows and doors must be closed securely and locked upon leaving the clubhouses. **ALL KEYS MUST BE RETURNED PROMPTLY BY THE NEXT BUSINESS DAY.**
3. **Security Deposit/Damages, etc.:** After the function, the security deposit (\$150) will be reimbursed to the applicant within 10 days following the date of the function. NOTE: A portion of the security deposit will be withheld to cover expenses for damages, extensive cleaning or lost remote controls. An itemized list will be submitted to the applicant. The applicant is responsible for damages incurred by self or guests. The applicant assumes full responsibility for, and will exercise control and supervision over guests in order to prevent any damage. Applicant also assumes full responsibility for any personal liability to and for personal injury to self and/or guests.
4. **Cancellation:** If a reservation is cancelled less than two weeks from the date, \$75 of the payment will be withheld. Cancellations MUST occur more than two weeks prior to the reservation date in order for the entire payment to be refunded.
5. **Noise Control:** The applicant is responsible to ensure that no noise, music, conversations, etc., is created that would disturb residents in surrounding buildings. **Events must end by midnight.**
6. **Trash Disposal:** All trash must be deposited neatly in plastic bags and left in the clubhouse. **DO NOT PLACE TRASH BAGS OUTSIDE.** Any trash thrown outside is the responsibility of the applicant to clean up.

7. **Supplies:** No coffee supplies are available for party use. Any type of coffee machines, cooking supplies, cookware, etc. is the responsibility of the applicant to bring.

Kegs are NOT permitted in clubhouse. Bottles and cans are acceptable. Platforms are not permitted in clubhouse. Large, heavy items may not be moved across any floor without wheels.

8. **Decorations:** All decorations must be removed completely (including tape). Use only removable tape. No tacks, nails, or paperclips may be used. Nothing may be suspended from the ceiling tile, grid work, or light fixtures in clubhouse.

9. **Furniture/Amenities:** The South Clubhouse includes a TV/VCR, 6 six foot rectangular tables, 1 four foot rectangular table, about 35 stack chairs, kitchen (w/stove and microwave), 2 bathrooms, and carpeted floors. **Please do not sit on tables.**

NO SUPPLIES MAY BE TRANSFERRED BETWEEN CLUBHOUSES. Any additional tables or chairs must be rented from your own vendor. The applicant will be responsible for all coordination of any delivery of supplies and **MUST BE PRESENT TO SIGN FOR DELIVERY AND PICK UP** (if required by vendor).