

# CLUBHOUSE RESERVATION REQUEST

This form must be filled out and returned to the office, along with the appropriate deposit, before approval can be determined. **Turning in a form does not guarantee availability and approval!** You will receive notification by letter as to whether the application is approved. All information must be filled out completely.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Date and Time Needed \_\_\_\_\_

(please indicate when you want the building to be open and when your event will end)

Event (please be specific) \_\_\_\_\_

Number of people attending (limit 35) \_\_\_\_\_

## Terms and Conditions of Use:

1. This form must be submitted at least 72 hours in advance.
2. Availability is not guaranteed until the reservation is approved, unless otherwise noted.
3. There is absolutely no smoking, no drinking, and no pets allowed in, or around, the clubhouse.
4. Children must be supervised. They are not to be running out into the street.
5. Please instruct all guests to park parallel to the curb either on 400 West or on 725 North. For safety concerns, do not park against the direction of traffic.
6. You are responsible for any damage that occurs during your use of the building.
7. If proper respect is not shown to the property, the privilege of future use will be forfeited.
8. A \$25 deposit is required. The deposit is refundable as long as the following items are completed after use:
  - Vacuum
  - Clean all countertops and sink with 409 or similar cleaner
  - Any tables and chairs used need to be cleaned with 409 or similar cleaner
  - Remove all garbage (we will replace the garbage liner)
  - Report any damage

I agree to the Terms and Conditions of Use for the Clubhouse by signing below.

Signature \_\_\_\_\_ Date \_\_\_\_\_