



Community Center Use Form and Instructions

This form is to make application for a reservation. Please note that your event will not be recorded until the form is completed, signed and the non-refundable reservation fee paid to the HOA Treasurer

Today's Date: _____

Event Date : _____ Start Time of Event; _____ End Time of Event: _____

Type of Event: _____ Number of Attendees Expected: _____

Reserving Member: _____ Home Tel: _____

Address: _____ Cell # _____

\$50 Key Deposit (If required) Rec'd: _____ \$250 Cleaning Deposit (If required)Rec'd: _____

\$100 standard or \$150 Holiday Reservation Fee Rec'd: _____

Use Instructions

- 1) You may set up within 2 hours of your event start time, and cleanup should be within 1 hour of the end.
- 2) Clean up items reserving member should perform includes:
 - A) Clean sink, kitchen counters with soap or other disinfectant.
 - B) Clean all table tops, brush off chairs and sofa.
 - C) Take trash with you, bring bags for this please and replace ones in containers if used.
 - D) Sweep floors and dispose of sweepings in your trash bags.
 - E) Clean out anything you placed in refrigerator. Do not leave items.
 - E) Be sure pool balls and pool cues are stored properly and cover pool table.
 - F) Place all furniture in original position, if moved during event.
 - G) Set both thermostats (by lady's restroom and in Round Table Room) to 72 summer cooling and 74 winter heating. To do so, set control to cool or heat, as appropriate, use arrow keys to set temperature and the push the 'HOLD" button for 3 seconds to set.
 - G) Turn off overhead lights, leave the two table lamps in the rotunda area on for night lights .
 - H) Be sure all doors are locked upon departure.

For your convenience, you will find dish soap, cleaning solution (do not use on wood, use water instead to clean wood), glass cleaner and a dustpan in the cupboard next to the sink. If you use the last of an item, please replace or let the HOA know of the need to replace. A broom is located beside the refrigerator.

I have read and understand the rules and responsibilities of reserving the Center for the above event. I further understand that any cleaning or damage, where the cost to clean or repair is in excess of the cleaning deposit, that the balance will be billed to me by the HOA.

Signed: _____