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## CLUB ROOM RESERVATION REQUEST FORM

**ASSOCIATION** \_\_\_\_\_

**OWNER'S NAME:** \_\_\_\_\_

**UNIT #:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_

**DATE REQUESTED:** \_\_\_\_\_

**NATURE OF EVENT:** \_\_\_\_\_

**TIME:** **From:** \_\_\_\_\_

**To:** \_\_\_\_\_

Any unit owner shall be permitted to schedule with the Property Manager a private event at the Club Room by submitting a signed reservation request form, at no charge and a maximum of three (3) times a year. Upon reserving the Club Room, the unit owner will assume full responsibility for any damage that may occur. Also, a cleaning fee in the amount of \$145, made payable to the Association, must be submitted at least 48 hours prior to the date of the event. In lieu of a security deposit, the owner's Association account will be charged for any of the following: any violation of this agreement and/or damage to the facility. If necessary, upon completion of the event the Property Manager will issue the owner with a statement indicating any damage found to Association property.

Owners who have rented their unit may not reserve the Club Room. Renters leasing units for less than 1 year (short term) cannot reserve the Club Room. Renters leasing for 1 year or more (long term) can make Club Room reservations. The unit owner or long-term lessee must be present at the event.

Only the Club Room and catering kitchen may be reserved. All other amenities, including the grills, shall remain open to all unit owners and residents. No portion of the Club Room may be individually reserved. Under no circumstances are bathing suits or bare feet permitted in the Club Room. Proper attire such as Shirts, Shoes and Shorts must be worn while in the Club Room.

No loud or abusive language will be tolerated.

Bring your own disposable serving plates, cups, barware and utensils, etc., as the Club Room does not provide them for you.

It is not permitted to have an event in the Club Room while simultaneously using the pool, pool deck & spa. It is permitted to use the grills and wet bar areas during the event, but these cannot be reserved.

No scheduling shall be permitted during any holiday (federal or recognized religious), or during any major sporting events, such as Super Bowl, World Series, NBA, etc.



Any complaints received may result in the owner's privileges being revoked for a period of time, as determined by the Board of Directors.

Conformance to all fire codes, including occupancy limitations, is required. The Association further limits the number of people in the Club Room to a maximum of 40 people, with the exception of Association-sponsored events.

The pool and grills may not be reserved at any time. Other owners must be allowed priority access to one grill.

Florida's state law prohibits smoking in any building.

No one at your party is allowed to be in the fitness center when reserving the Club Room.

Notification of all scheduled events must be provided to all residents by the Property Manager by posting in advance, unless it is an Association event. Scheduling cannot occur more than six (6) months in advance, with a minimum notice of seven (7) days.

Reservations are for a maximum of five (5) hours and may not extend past 9:30 p.m.

No use of the facilities is permitted for commercial purposes unless passed by the Board of Directors.

Delinquent unit owners may not reserve the Club Room.

Any violation of this agreement can result in a fine, as well as charges to the owner's Association account.

Signature: \_\_\_\_\_  
I have read and understand the above.

Date: \_\_\_\_\_