

## APPLICATION FOR ONE-DAY CLUBHOUSE RESERVATION

In consideration for The Springs at High Rock HOA, Inc. (Association) allowing exclusive use of The Springs' Clubhouse (Clubhouse) equipment and furnishings, the undersigned applicant agrees to the following:

1. Applicant is a property owner in good standing within the Association. "Good standing" is defined as having no unpaid bills, late charges or fines, and not having been denied access to the facilities for previous misuse. Applicant must also be at least 21 years of age and will **remain in attendance and be responsible for their guests' actions throughout the duration of the function.**
2. Applicant requests to reserve the Clubhouse on \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_.
3. Applicant agrees to pay a fee of \$125 for parties of 25 or less people or \$250 for over 25 people. A refundable security deposit of \$500 is also required for the use of the facility. The reservation is not confirmed until all monies are paid and this application is signed and approved. The reservation fee will be refundable only if the reservation is canceled no later than 10 days before the date of the event. Any applicant check returned for insufficient funds will be charged a \$25 fee per check.
4. Applicant understands and agrees that the refundable security deposit of \$500 may be used to pay for extraordinary cleaning costs and all damages resulting to the Clubhouse, its contents, and other portions of the property from actions of persons attending or related to the event. If the cost of repairs exceeds the amount of the deposit, applicant agrees to pay the Association the full cost of repairs within 10 days of receipt of a written explanation of the damages and a bill from the Association for such repairs.
5. Only the applicant will open (unlock) and close (lockup) the Clubhouse. This responsibility **may not** be delegated.
6. On the day of the event, the Clubhouse is available for use as noted in #3 above. Applicant understands that continued use of the Clubhouse outside of these hours will constitute a breach of this Agreement and may result in forfeiture of their security deposit.
7. In deference to the neighbors and people using other facilities, applicant must keep noise to a minimum. Music will not be audible from the exterior of the Clubhouse after 10:00pm Sunday through Thursday and 11:00pm on Friday and Saturday. At any time during the event, if the applicant receives a request from a fellow homeowner to lower the volume of the music, they will respect the request and comply. Applicant understands the sheriff's department may be called to respond if the noise issue is not resolved.
8. Applicant agrees that the usage of the Clubhouse does not include the use of the pool, hot tub, or tennis courts for non-member guests.
9. At the end of the event(s), applicant agrees to be responsible for removing all trash from the Clubhouse and deck. The Clubhouse does not have trash pickup service. A basic cleanup is also required. See the Clubhouse Cleanup Checklist at the end of this agreement.

10. Applicant assumes all responsibility, risks, liabilities, and hazards incidental to the activities conducted at the event (including, but not limited to, the serving of alcoholic beverages) and hereby releases and forever discharges the Association, its officers, directors, employees, agents, and members (past, present, and future) from any and all claims, costs, causes of action, and liability for personal injury or death and damage to or destruction of property arising from their use of the Clubhouse and the surrounding property. **No one under the age of 21 will be served or allowed to consume alcoholic beverages.**
11. Applicant agrees to indemnify and hold harmless the Association, Cedar Management Group, and their employees for all claims and liabilities related to their reservation.
12. Applicant understands that they are being granted the exclusive use of the Clubhouse for the time period requested subject to the right herein reserved by the Association to enter the Clubhouse and terminate their use immediately should the conduct of any person using the facility endanger the health, safety, or well-being of any person or constitute a threat to any property.
13. Applicant understands that the Clubhouse will be used for lawful purposes only and that any conduct at the function they are sponsoring does not violate any federal, state, or local laws or ordinances.
14. Firearms or other weapons are strictly prohibited inside the Clubhouse or on the common Clubhouse property at any time.

## **CLUBHOUSE STANDARDS**

The safety, health, and comfort of all members are the basic objectives of following Clubhouse Standards. These standards were prepared by the Recreational Facilities Committee (RFC) and approved by the Board of Directors. It is the duty and responsibility of all members, their children, and guests to comply with these standards.

- ❖ **The homeowner reserving the Clubhouse must host the event and must be present at all times including setup and cleanup. Failure to do so will result in the loss of the security deposit.**
- ❖ Private use of the Clubhouse **does not include** use of the swimming pool, hot tub, or tennis courts. Non-member guests are not allowed in these areas.
- ❖ Guests must remain in the Clubhouse area and not wander through the residential or common areas.
- ❖ Wet suits and pets (with the exception of service dogs) are not allowed inside the Clubhouse at any time.
- ❖ **Smoking is NOT allowed in the Clubhouse or the surrounding HOA grounds. Smoking may only be done in private vehicles.**



- The thermostat not reset \$100
- Basic cleaning not done \$100
- Lights left on \$100
- Trash not removed \$100
- Alarm not set \$100

By signing below, the applicant acknowledges that they have read and accept all terms of this Agreement and the Clubhouse Standards.

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\_\_\_\_\_ Springs Lot Number: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

**Once this form is completed, please contact Bill Conrad at (336) 250-1651 for processing.**

Attached is a Clubhouse Cleanup Checklist to assist you with the final cleanup.

## CLUBHOUSE CLEANUP CHECKLIST

(Please use this form for reference to ensure the return of your security deposit.)

The Association does provide a cleaning service after each event. But, as per the contract, a preliminary basic cleanup is expected. In addition, all food, beverages, containers, other goods that were brought in for the event, and any garbage generated at the event's ending, must be removed by applicant.

- \_\_\_\_\_ No trash or water on the floor.
- \_\_\_\_\_ Kitchen cabinets and countertops clean.
- \_\_\_\_\_ Appliances clean and off except for refrigerator.
- \_\_\_\_\_ Refrigerator clean and empty. Sinks clean. No food or drinks left behind.
- \_\_\_\_\_ Tables left clean and all furniture returned to its original place.
- \_\_\_\_\_ Outside deck cushions neatly placed inside the Clubhouse.
- \_\_\_\_\_ Surrounding grounds in order (i.e., no trash or debris in landscaping beds).
- \_\_\_\_\_ Decorations removed. Overall facility conditions inspected.
- \_\_\_\_\_ Lights and fans off. All doors and windows (including bathroom windows) closed and locked.
- \_\_\_\_\_ All garbage removed from facility.
- \_\_\_\_\_ Fireplace screen on. Fireplace turned off.
- \_\_\_\_\_ This checklist and keys returned to Bill Conrad (or another pre-determined Association Representative) by no later than 9:00pm the day after the event.
- \_\_\_\_\_ Both thermostat controls reset (80° in the summer / 55° in the winter).
- \_\_\_\_\_ Security alarm system activated.

Comments: \_\_\_\_\_

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Updated March 25, 2021