APPLICATION FOR THREE-DAY WEDDING 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 dues, 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 for 3 days starting on ______ and ending on ______.
- 3. Applicant agrees to pay a fee of \$1250 and a refundable security deposit of \$1000 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 30 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 \$1000 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. This 3-day reservation includes one day for set up before the wedding date and one day for cleanup following the wedding. Clubhouse access starts at 10am and ends at 9pm for the setup and cleanup days. Only the applicant will open (unlock) and close (lockup) the Clubhouse. This responsibility **may not** be delegated.
- 6. On the day of the wedding, the Clubhouse is available for use between the hours of 9:00am and 11:30pm. 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.

- Shoes and shirts are required to be worn while inside the Clubhouse.
- No paint, tape, or tacks are allowed on walls, floors, furniture, or ceilings.
- If helium balloons are used in the Clubhouse, they must be attached to a streamer of at least 25 feet to prevent loosened balloons from becoming unrecoverable in the rafters. Unrecoverable balloons left overnight may cause false activation of the alarm system.
- Glitter and confetti may not be used in the Clubhouse due to the difficulty in removing it from the furniture fabric, carpets, and rugs.
- Guests must park legally in the Clubhouse parking lot. Vehicles parking on the streets or easement areas of Tor Court due to parking lot overflow must not at any time block driveways, damage landscaping, or impede access by emergency vehicles. Discovery of any such occurrence may result in the vehicle's being towed away at the owner's expense.
- At Association functions, alcoholic beverages are permitted only on a "bring-your-own" basis and are to be consumed only by persons 21 years of age and older.
- Items left in the Clubhouse after the final cleanup becomes the property of The Springs Homeowners Association.
- No glass containers are allowed on the front steps, rear steps, or deck areas of the Clubhouse. Broken glass resulting from falling from the Clubhouse deck may require closing the hot tub and pool for draining, vacuuming and refilling.
- Interior Clubhouse furniture is to remain inside during the event. At the conclusion of the event, all furniture must be returned to its original location and all trash removed from the interior and exterior of the Clubhouse. The Clubhouse does not have trash pickup service. All lights must be shut off, fireplace burners turned off, basic cleanup performed, the thermostat reset, all doors and windows locked and secured, and the alarm set.

*	The Clubhouse is not available for private or Community group use on the following days:			
	New Year's Eve/Day	Easter	Memorial Day weekend	
	July 4 weekend	Labor Day weekend	Thanksgiving/Christmas	

- The fees listed below are an example of what may be charged if guidelines and usage indicated within the signed contract are not followed – ALL ARE SUBJECT TO CHANGE. Please note that not all possible charges are listed.
 - Failure of applicant to remain in attendance during entire event including set-up and clean-up
 Forfeiture of \$1000 security deposit
 - Lost key \$500 (All locks will have to be rekeyed.)
 - Smoking violation
 \$100 per incident
 - Keys returned late \$100 per day
 - Doors left unlocked or unsecured \$100 per door
 - The thermostat not reset
 \$100

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	Basic cleaning not done	\$100
•	Lights left on	\$100
٠	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 #:
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: _____