

**SOUTH MOUNTAIN S.P.O. HOA
CLUBHOUSE RESERVATION FORM**

NAME: _____

ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____

TYPE OF EVENT: _____

DATE OF EVENT: _____

TIME OF EVENT FROM: _____ TO: _____

NUMBER OF PEOPLE EXPECTED: _____

DEPOSIT MONEY ORDER/CHECK#: _____ DATE: _____

REQUESTED TIME TO PICK UP KEY: _____

HOMEOWNERS MUST BE CURRENT WITH THEIR FEES TO BE ABLE TO RENT THE CLUBHOUSE FOR ANY OCCASION.

NOTE: Clubhouse rental fee is \$300 for residents and \$350 for non residents. This includes a \$50 cleaning deposit. To hold your date, the rental fee must be paid up front. Upon completion of your event, if the clubhouse is turned over to us as it was received, after inspection, the \$50 cleaning fee will be returned to you.

CANCELLATION: All cancellations must be 48 hours prior to the day of the rental to receive a full refund of the rental fee. Less than 48 hours notice, only one half of the rental fee will be refunded.

I have read the uniform rules attached to this form for the clubhouse reservation and agree to abide by the terms specified in those rules.

LOT # _____ Responsible Party _____

Address: _____

Amount of Deposit Returned \$ _____ Signature _____

SOUTH MOUNTAIN SPO HOMEOWNERS ASSOCIATION

CLUBHOUSE RESERVATION RULES

1. THE RESERVATIONS FORM MUST BE REQUESTED FROM THE MANAGEMENT COMPANY AND RETURNED AT LEAST 14 DAYS PRIOR TO THE EVENT. THE NATURE OF THE EVENT AND THE NUMBER OF GUESTS MUST BE MADE KNOWN UPON LEASE REQUEST.
2. THE PERSON RENTING THE CLUBHOUSE IS THE RESPONSIBLE PARTY AND NEEDS TO MEET WITH A BOARD MEMBER FOR ADMITTANCE TO THE CLUBHOUSE. THE RESPONSIBLE PERSON MUST REMAIN AT THE CLUBHOUSE FOR THE DURATION OF THE EVENT.
3. HOMEOWNERS MUST BE CURRENT WITH THEIR FEES FOR USE OF THE CLUBHOUSE.
4. A DEPOSIT OF \$50.00 IS INCLUDED IN THE RENTAL FEE. AN INSPECTION WILL BE MADE BY A BOARD MEMBER(S) AND SHOULD THE CLUBHOUSE REQUIRE CLEANING OR IF DAMAGE IS SUSTAINED THEN THE ADDITIONAL FUNDS WILL NOT BE REFUNDED. DAMAGES EXCEEDING THE AMOUNT OF DEPOSIT WILL BE REQUIRED ON DEMAND.
5. THE NATURE OF THE EVENT IS TO BE MADE KNOWN UPON REQUEST. THE CLUBHOUSE CAPACITY IS 90 PEOPLE PER THE FIRE DEPARTMENT. GUESTS CANNOT EXCEED 45 PEOPLE FOR THE WEST ROOM AND 45 PEOPLE FOR THE EAST.
6. ALL ALCOHOL CONSUMPTIONS IS CONFINED TO THE INSIDE OF THE CLUBHOUSE AND LIMITED TO INDIVIDUALS OF LEGAL DRINKING AGE (21). NO EATING IS ALLOWED IN THE WEST ROOM.
7. ALL EVENTS MUST END BY 1:00 A.M. AND THE CLUBHOUSE MUST BE CLEAN AND READY FOR LOCK-UP BY 2:00 A.M.
8. PROHIBITED ACTIONS AND OCCURRENCES SUBJECT TO FINES AND DISCIPLINARY ACTIONS BY THE BOARD OF DIRECTORS INCLUDED BUT ARE NOT LIMITED TO:
 - A.: EXCEEDING MAXIMUM CAPACITY OF THE CLUBHOUSE.
 - B: DESTRUCTION OF SPO COMMON AREA OR ITS LANDSCAPE
 - C. TRESPASSING OR LOITERING ON COMMON AREA PROPERTY
 - D: THREATS OF VIOLENCE TO ANY SPO RESIDENT OR PROPERTY
 - E: GANG RELATED EVENTS & LOUD MUSIC HEARD OUTSIDE THE CLUBHOUSE DOORS DURING YOUR FUNCTION WILL RESULT IN INDEFINATE USE OF THE CLUBHOUSE.
 - F: VANDALISM OF THEFT OF SPO PROPERTY
 - G: WEAPONS, FIGHTING OR SEXUAL MISCONDUCT ON PREMISES
 - H: ALCOHOL CONSUMPTION OUTSIDE THE CLUBHOUSE
 - I: ALCOHOL CONSUMPTION BY MINORS
 - J: ALLOWING USE OF THE CLUBHOUSE BY SOMEONE OTHER THAN THE RESPONSIBLE PARTY OR HOMEOWNER.
9. SPO HOMEOWNER THE BOARD OF DIRECTORS RESERVE THE RIGHT TO TERMINATE ANY EVENT!

I HAVE FULLY READ AND UNDERSTAND THESE UNIFORM RULES AND WILL COMPLY. I ALSO UNDERSTAND THAT IF ANY VIOLATIONS OF RULES OCCUR, MY DEPOSIT WILL BE FORFEITED AND I WILL BE RESPONSIBLE FOR ANY OTHER EXPENSES ASSOCIATED WITH THIS RENTAL AGREEMENT.

DATE: _____ RESPONSIBLE PARTY: _____

PRINT NAME _____

SOUTH MOUNTAIN SPO HOMEOWNERS ASSOCIATION

CLUBHOUSE RENTAL CHECK LIST

EAST ROOM WITH KITCHEN (ABSOLUTELY NO SMOKING)

- All area floors swept and mopped
- All trash cans emptied
- Kitchen counters, stovetop, upper/lower ovens, refrigerator and floor clean
- Bathroom floors, sinks, counter tops and toilets/stalls all clean with trash emptied
- All scuff marks removed from floors
- There are no decorations, tape on walls, window, fireplace, floor or ceiling -NO NAILS ARE ALLOWED IN THE WALLS

WEST ROOM WITH TV (ABSOLUTELY NO FOOD, DRINKING OR SMOKING)

- Floors vacuumed
- Furniture in good condition
- TV and remote present and working
- All window, walls, ceiling and floors cleared of any decorations

Inspection/Rental date: _____ Inspection Time: _____

Homeowner/Responsible Party Signature: _____

Board Member Signature: _____

Homeowner's/ Responsible Party's address: _____

Contact Phone: _____

ABSOLUTELY NO FOOD OR DRINKS OUTSIDE OF CLUBHOUSE DUE TO EXCESSIVE TRASH, FOOD ITEMS THROWN IN COMMON AREA, PUNCH SPILLS ON CONCRETE, AND BROKEN GLASS.

KEY IS TO BE PUT INTO THE DROP BOX AFTER YOUR EVENT IS OVER.

FINAL INSPECTION AFTER USAGE TO BE DONE WITH A BOARD MEMBER AND THE HOMEOWNER BY 12:00 NOON THE FOLLOWING DAY.

(DEPOSITS WILL BE RETURNED BASED ON THE 'AFTER RENTAL' INSPECTION)