

**Paseo Villas Homeowners Association
CLUBHOUSE RENTAL APPLICATION & AGREEMENT
CONTACT: Vision Community Management 480-759-4945**

HOA Emergency number to be determined based on rental date _____

The clubhouse may not be rented if you have an outstanding balance on your account.

RENTAL FEE: \$50.00 REFUNDABLE DEPOSIT: \$50.00 PER DAY: REFUNDABLE KEY DEPOSIT \$50.00

Type of Event: _____

Reservation Date: _____

Start Time: _____ End Time: _____ (It is the Authorized Party's responsibility to contact Vision Community Management prior to and after the event to arrange key pick-up/return and inspection.) **No More than 5 consecutive hours without Board approval, during 8:00 am – 10:00 pm**

Name: _____ Property Address: _____

Telephone: _____ Cell Phone: _____

Key Pick-up Date/Time: _____ Key Return Date/Time: _____

(Keys should be returned by noon the day after event. Additional charges may apply)

Number of Adults: _____ Is this event for a minor? Yes No

*Chaperone 21 yrs. or older: Yes No *required if under the age of 12

Name of Chaperone: _____

Rental Fee: **\$50.00/day** Check #: _____ Received on: _____ / _____ / _____

Initial: **NO** copy of the Clubhouse keys may be made. Unauthorized use of Clubhouse may result in additional fees. Owners will be assessed cost of rekeying the clubhouse if keys are not returned or copied and locks have to be replaced.

I/We, _____ owner/tenant of Unit _____ have read and initialed where appropriate, understand and will abide by the rules and regulations. I, the homeowner, take full responsibility if the resident damages the Clubhouse.

Signature of Owner:

Date: _____

Signature of Tenant (if applicable):

Date: _____

CLUBHOUSE RULES

Code of Conduct:

- All persons must conduct themselves in a civil and courteous manner at all times and must not jeopardize or interfere with the rights and privileges of others.
- Loud, profane, indecent, or abusive language is prohibited.
- Harassment or physical abuse of any person by another is prohibited.
- No person's actions shall compromise the safety of another.

Rental of Clubhouse or a portion of the Clubhouse may be rented for events held by Owners and Residents, Business Affiliates of Paseo Villas Homeowners Association Non-Profit Organizations (i.e. Churches, Civic Organizations, Boy/Girl Scouts), and Non- Owners as determined by the Board of Directors.

- A \$50.00 Refundable Security/Cleaning Deposit, \$50.00 Key deposit and \$50.00 per day Event charge will be required for each event. A Certificate of Liability Insurance with a minimum policy of \$100,000.00 naming Paseo Villas Homeowners Association as additionally insured must be presented at time of reservation. The security/cleaning deposit and key and event charge will be required at the time of reservation. The security/cleaning deposit will be returned within 10 days following the event, provided that the room is returned in a clean and undamaged condition. Key deposit will be returned within 10 days of the event. Keys are not to be duplicated, handed out to any individual other than the person renting the facility.
- Reservations for the Clubhouse will only be accepted from owners, and all persons must be 21 years of age or older. No one under the age of **21** can be in or use the Clubhouse without adult supervision. Residents/Tenants will be required to have the lot owner's authorization prior to renting the clubhouse.
- The use of bicycles, roller blades, roller skates, shoes with wheels, scooters, or skateboards is not allowed inside **or directly outside** of the Clubhouse.
- Vehicles **will** not park in any portion of the street. Vehicles may be towed at the owner's expense if parked in these areas. **Parking is limited in the designated parking areas.**
- All town, county, state and federal regulations must be obeyed.
- The individual reserving the Clubhouse is responsible for the conduct of their guests, any vendors, such as caterers, and any damages they may cause. Individuals reserving the Clubhouse are to clean up after themselves immediately upon completion of using the Clubhouse.
- Tacks, staples, nails or adhesives may not be applied to painted walls, ceiling or surfaces or used to affix any signs, banners or decorations.
- Open flame candles may not be used inside the building.
- No frying or grilling is allowed inside the Clubhouse.
- Any food or decorations must be brought in and removed within the reserved time period.

- All garbage and or trash including food, cans/glass, wastepaper and decorations are to be bagged and disposed of properly (off site, not in the Clubhouse trash receptacles).
 - All floors must be cleaned, and any tables and chairs must be cleaned and put back in original location.
 - Any Association costs for cleaning, trash removal or damage incurred during an event will be the responsibility of the individual who made the reservation. Fees will be based on the actual cost of cleaning and/or repairs. Fees not covered by the security deposit must be paid within fourteen (14) days of the event.
 - Individuals reserving the Clubhouse must report any repair issues, damages and/or safety issues immediately to the Association Management Company. Clubhouse will be reserved on a first come, first served basis confirmed upon completion of the Clubhouse Reservation Request Form and all applicable deposits and fees.
 - Reservations must be made at least 2 weeks in advance and not more than 60 days in advance.
 - Clubhouse may be reserved within the Clubhouse hours of operation (8:00am until 10:00pm, **but no more than 5 consecutive hours**)
 - Responsibility - Residents are responsible for their guests while using the Clubhouse and facilities. Guests under the age of **21** must be accompanied by a Resident or adult guest at all times.
 - No Smoking/**Vaping** Policy - Smoking and **vaping** are prohibited in any indoor **or immediate outdoor** area of the Clubhouse.
 - Notices and Advertisements- Notices, advertisements or posters of any kind shall not be placed or distributed in the Clubhouse without the prior written consent of the Manager.
 - Alcoholic Beverages- No alcoholic beverages may be brought to and/or consumed in the Clubhouse, unless approved in writing by the Board of Directors.
 - Pets (except for assistance animals) shall not be allowed inside the Clubhouse.
 - Compliance- Any person who refuses to abide by Association Rules may be asked to leave the Clubhouse. Continuous violations may result in the loss of the Clubhouse use privileges and/or monetary fines.
 - **Rental of the clubhouse does not include access to or use of the pool.**
 - Lost and Found -Lost and found items will be retained at the Clubhouse for **two weeks** and then discarded if not claimed.
 - The Board of Directors may from time to time change the hours as posted.
 - The office will be closed during holidays, observed holidays.

I/We understand all rules as presented and agree to follow all rules and regulations as presented above

Signature of Owner:

Date: _____

Signature of Tenant (if applicable):

Date: _____

(For Office Use Only)

Approval and Post Review: Date: ____ / ____ / ____ Deposits & Rental Fee Check #_____

Insurance Certificate Information: _____ Agent Phone: _____

Expiration: _____ Manager Reviewed: _____

Check #: _____ Returned on: ____ / ____ / ____ Mailed Picked-Up

Amount Retained and Reason, Additional Notes (if applicable):
