

Calliandra Estates Community Association

Clubhouse Reservation Form

The Clubhouse and the Patio area of the Clubhouse are available for any homeowner or tenant to use on a first-come, first-served basis unless the Clubhouse and/or Patio Area have been previously reserved by another homeowner or tenant.

- 1.) Reservations can be made only within 2 months of the activity.
 - a. Reservations must be made at least 2 days or (48) hours prior to an event and confirmed twenty-four (24) hours prior to the date of the event. Management will confirm the date has been secured upon receipt of the completed reservation form.
 - b. The Board reserves the right to approve reservations beyond the 2-month restriction for special occasions such as weddings, graduations, etc.
- 2.) Each Homeowner is allowed to **reserve** the clubhouse for a total of **2 Days/Month**.
- 3.) **First-come, first-served basis:** If the Clubhouse is available at your desired time and hasn't been reserved, you're welcome to use it! Just remember, a resident needs to be present in the clubhouse at all times to "save" it for your use. Please note that leaving items in the Clubhouse doesn't count as a reservation or hold.

Homeowners or tenants with reservations have priority to use the facilities over those without reservations.

The rules for reserving and using the Clubhouse and Patio area are as follows: These rules apply equally to anyone who reserves or uses the clubhouse on a first-come, first-served basis.

- 1.) Homeowner / Tenant shall be present during the entire event.
- 2.) The Patio Area is defined as the fireplace and the seating area adjacent to the fireplace, the grill area and the covered area adjacent to the grill area.
- 3.) The maximum occupancy **inside** the Clubhouse is no more than 35 persons per the fire code established by the Fire Marshall.
- 4.) The HVAC system in the Clubhouse is set to 78 degrees for both Summer and Winter.
- 5.) The Board of Directors reserves the right to cancel reservations due to unforeseen circumstances at least 24 hours prior to the event, or any time up to the event in case of an emergency.
- 6.) If a tenant wishes to reserve the clubhouse, they will be required to have authorization from the homeowner by having the homeowner initial and sign below. The homeowner will be totally liable for any damages, disturbance, or complaints created by the resident/tenant or their guest.
- 7.) The homeowner or tenant will submit a completed Clubhouse Reservation Form to Vision Community Management.

[Vision Community Management](#)

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- 8.) No deposit is required of the homeowner/ tenant prior to the event but the homeowner will be charged the cost of cleaning or repair if the homeowner/tenant does not return the Clubhouse and/or Patio Area to its pre-event condition.
- 9.) Prior to the event it is recommended that the homeowner/tenant inspect the Clubhouse and Patio area to ascertain the condition of the area before using them. The Post- Event Checklist below can be used as a guide. If there are conditions that need to be noted about the areas prior to use by the homeowner or tenant, please document them and notify Vision Community Management by the next business day.
- 10.) If the Clubhouse or Patio Area require any extra cleaning after the homeowner/tenant event, a minimum \$65.00 fee will be assessed to the Homeowner's account, to cover the cost of any additional cleaning services.
- 11.) Any missing items or damage that is noted after the event will be billed back to the homeowners' account at cost plus a \$25.00 administrative fee.
- 12.) No standing on any of the furniture or amenities in the clubhouse. This includes but is not limited to tables, chairs, game equipment, and counters.
- 13.) Events are not to exceed 10:00 PM. That time is firm. After the event the entire clubhouse and patio must be restored to a neat and clean condition.
- 14.) No live bands or charging of admission for any purpose will be allowed.
- 15.) If the Fire Alarm is tampered with, causing the Fire Department to respond to a false emergency, the homeowners account will be assessed for the charges incurred.
- 16.) The total number of guests (size of the event) is limited to a total of 35 persons. The event should be reasonable and the guests responsible, respectively and show consideration of other Calliandra Estates Residents.
- 17.) Guest under the age of 18 are not permitted to use the clubhouse without adult supervision.
- 18.) All gaming equipment is to be returned to proper placement on gaming units after use. Gaming systems shall be turned off after use. Homeowners will be held financially liable for any missing equipment.
- 19.) TV, Sound Systems, Fans and Lights shall be turned off upon exit of the clubhouse. Remotes are to be placed under the TV.
- 20.) Homeowner/Tenant will be responsible for removal of all trash or garbage from the Clubhouse area which includes the garbage cans inside and outside the Clubhouse area.
- 21.) After the event, if there are conditions that need to be noted about equipment or cleanup, the resident will notify Vision Community Management.

I agree to pay a minimum cleaning charge of \$65.00 to the Calliandra Estates Community Association for any additional cleaning required after my use of the Clubhouse and Patio areas. I have read and agree to observe the above Rules & Regulations. Additionally, I agree to pay the cost of any missing items or the cost of repairs due to damage caused by my event or guest. The cost of missing items and repairs plus a \$25.00 administration fee will be charged to my homeowner account.

INITIALS: (Homeowner) _____, Tenant – if applicable _____

FOR HOMEOWNERS- By signing this agreement on behalf of the homeowner / tenant, you are agreeing to be held liable for the care and the cleaning of the Calliandra Estates Clubhouse and Patio Ares.

FOR TENANTS- Your landlord / owner must also sign this document with the understanding that he / she will be held liable for the care and cleaning of the clubhouse / grounds caused by you or your guest.

By signature hereon, the homeowner/ tenant agrees to abide by all Federal, State and local laws and all Rules and Regulations of the Calliandra Estates Community

Association. A copy of a current Driver's License is required to complete this contract.

Homeowner: _____ Lot # _____

Tenant (if applicable): _____

Property Address: _____

Mailing Address: _____

Event Day and Date: _____

Reservation is for: (Check all that applies) Clubhouse and Patio Area Clubhouse Only Patio Area Only

Specific Time: from _____ to _____

Type of function: _____ Number of guests _____

Signature: _____ / Date _____

Post-Event Checklist

The Clubhouse and/or Patio Area will be inspected after the event. If all action items noted on the applicable checklists below have not been completed, a minimum cleaning fee of \$65.00 will be charged to the homeowner's account. Additionally, in the event of missing items or damage, the cost of replacement and/or repairs for such damage plus a \$25.00 administration fee will be charged to the homeowner's account.

CLUBHOUSE CHECKLIST: If the Clubhouse is reserved, Homeowners/tenants will complete the action items noted below:

- { } All counters and tabletops wiped down.
- { } All trash removed
- { } All furniture put back to its original place.
- { } Thermostat temperature set at 78 degrees.

PATIO AREA CHECKLIST: If the Patio Area is reserved, Homeowner/tenants will complete the action items noted below:

- { } All counters and tabletops wiped down
- { } All trash removed
- { } All furniture put back to its original place
- { } Grill cleaned if used

Print Name: _____

Signature: _____ / Date: _____