

WALDEN OAKS HOMEOWNERS ASSOCIATION
REQUEST FOR CLUBHOUSE RESERVATION

APPLICATION TO RESERVE THE CLUBHOUSE FOR A PRIVATE FUNCTION

NAME _____ ADDRESS _____

EMAIL _____ PHONE _____

DATE REQUESTED _____ TIME: From _____ to _____

I acknowledge and accept the clubhouse policy conditions. Signed _____, Member

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RECEIPT FOR DEPOSIT

Received from _____ the sum of \$100 in the form of one (1) check covering the security deposit, to be returned in whole or in part in accordance with the above policy.

COORDINATOR _____ Date _____

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CLUBHOUSE RESERVATION POLICY

The priority of usage is

1. Master Association
2. Individual associations, on request of their presidents
3. Established social and cultural groups, including WOHOA social events
4. Individual owners

Security Deposit \$100.00

Functions other than association meetings must be solely for social purposes. No professional meetings.

Any function – **50 guest maximum** – must be limited to between 8 am and 10:30 pm.

Reservations are requested through the Clubhouse Coordinator (Ability Management) 239-591-4200 at least one week in advance of the desired date. The deposit will be collected at the time of confirmation of the request.

No function may continue beyond 10:30 pm (although quiet unobtrusive clean-up may proceed until 11 pm, latest).

Arrangements for the opening and closing of the clubhouse will be made between the applicant and the Coordinator, at the time of the payment of the security deposit (see "Receipt", above).

All activities must be confined to the interior of the Clubhouse. The tennis court and swimming pool are specifically excluded from use by private parties.

Decoration may only be affixed to the building with safe-release tape (No tacks).

Other members remain entitled to use the toilets (via the outside doors).

After the event (**by 11:00 pm, same day**)

1. The refrigerator shall be wiped down and trash placed (bagged) in the large garbage bins, in the rear.
2. All decorations, tape etc. shall be removed
3. Carpeting, counters, tables, chairs, toilets, etc. should be left as found
4. Thermostat should be set at 78°, kitchen light only "ON".
5. All guest vehicles must be removed from the parking lot by 11:00 pm.
6. Immediately following the inspection of the facility, you will be reimbursed the \$100.00 security deposit, from which may be deducted the amount required to cover any needed additional professional clean-up, repairs or the loss of the Clubhouse.