GREEN RIVER HOMEOWNERS ASSOCIATION BBQ Grill Reservation & Check-Out Form

PART 1: RESERVATION DETAILS (To be completed by Resident)
Date of Request: _____

Desired Reservation Date: _____ **Time Slot:** From _____ AM/PM to _____ AM/PM

Resident Information: Name: _____

Address: _____

Email: _____

Contact Number: _____

Number of Grills to be Used: _____ (Limit one per household unless otherwise approved)

Acknowledgement: I acknowledge that I have received, understand, and agree to abide by the Green River Homeowners Association BBQ Grill Use Rules, Process, and Policy. I understand and accept responsibility for cleaning the grill(s) after use, returning the gas valve key and all HOA-issued utensils, and any damage that may occur to the grill(s) or utensils during my reservation period.

Resident Signature: _____ Date: _____

PART 2: STAFF CHECK-OUT / CHECK-IN LOG (To be completed by Clubhouse Staff)

Check-Out Details: Date/Time of Check-Out: _____

Utensils Issued (Type/Number): _____

Gas Valve Key Issued: _____ (Yes/No)

Staff Initials: _____

Check-In Details: Date/Time of Return: _____

Utensils Returned (Condition: Clean/Dirty/Damaged): _____

Gas Valve Key Returned: _____ (Yes/No)

Grill Post-Use Inspection: (Attach photos) Condition of Grill(s) (Clean/Dirty/Damaged/Notes):

_____

_____

Issues Found (e.g., cleaning deficiencies, damage, missing items):

_____

Resident Acknowledgment of Issues (if applicable):

_____

Staff Initials: _____

GREEN RIVER HOMEOWNERS ASSOCIATION BBQ GRILL USE RULES, PROCESS, AND POLICY

A. BBQ GRILL USE RULES

1. **Agreement to Rules:** Residents must understand and agree to all BBQ Use Rules.
2. **Safe Operation:** Residents are responsible for the safe operation of the grills and compliance with all posted guidelines.
3. **Presence and Supervision:** Residents must remain present during grilling and supervise any guests using the equipment.
4. **Cleanliness:**
    - Scrape down cooking surfaces after use.
    - Empty the grease and debris drip pans into a designated waste receptacle.
    - Ensure no debris or trash is left in or around the grill area.
5. **Grill Condition:**
    - Grill(s) must not be moved from their designated location.
    - Securely replace the grill cover after use.
    - The grill cover must be removed from the grill area and brought to the Clubhouse staff upon commencement of grill use.

B. BBQ GRILL USE PROCESS

1. Resident Reservation & Check-Out:

- **Reservation**: Residents must call or email the Clubhouse to reserve a grill for a specific date and time range.
- **Walk-Ins:** Walk-ins are acceptable if a grill is not reserved, but the resident must still check out the gas valve key from the Clubhouse.
- **Staff Logging**: Clubhouse staff will log the reservation or walk-in check-out (in a system to be determined by the Clubhouse Manager) and, for reservations, will email a copy of the BBQ Use Rules and this updated Procedure document to the resident.
- **Rule Confirmation**: Staff will confirm the resident understands and agrees to the BBQ Use Rules.
- **Check-Out Log**: Resident completes the Grill Check-Out Log, providing name, address, email, contact number, number of grills to be used (or limit to one per household), and a signature acknowledging responsibility for cleaning, returning the gas valve key and utensils, and any damage.
- **Issuing Key & Utensils**: Staff issues the key to the gas valve for the reserved or available grill and BBQ utensils from HOA inventory.
- **Return Requirements**: Staff confirms the resident understands return requirements, grill cleaning expectations, and the process for self-inspection and post-use actions.

2. Resident On-Site Actions Upon Start of Reservation/Check-Out:

- **Upon arriving at the grill, the Resident will:** Remove the grill cover from the grill and provide to staff for storing during the duration of their reservation.
- **Self-Inspection:** Self-inspect the grill's condition upon the start of the reservation. Residents are encouraged to take their own pre-use photos for their records, particularly if any pre-existing issues are found. Report any pre-existing issues or damage to the Clubhouse Attendant immediately before using the grill. Unlock the gas valve with the provided key.

3. Resident Use of Grill(s): Residents are responsible for safe operation and compliance with all posted BBQ use guidelines. Residents must remain present during grilling and supervise any guests using the equipment.

4. Resident Completion and Post-Use Cleaning: When finished using the grill, the Resident is responsible for cleaning it:

- Scrape down the cooking surfaces.
- Empty the drip pan into a designated waste receptacle.
- Take photo(s) of the clean, uncovered grill for their personal records.
- Notify the Clubhouse Attendant of completion and return the HOA-issued tools and the gas valve key to the Clubhouse.

5. Staff Actions Upon Resident Completion and Inspection: The Resident returns the gas valve key and HOA-issued tools to the Clubhouse Attendant.

- The Clubhouse Attendant will then:
- Ensure gas valve(s) are off and lock the gas valve with the provided key.
- Perform a visual inspection of the returned utensils for cleanliness, damage, or excessive wear.
- Go to the grill area and take photo(s) of the grill's post-use condition (uncovered).
- Once photos have been taken by both the Resident (optional, if necessary) and the Staff, the grill cover shall be replaced on the grill by the Clubhouse Attendant.
- Note any cleaning deficiencies, damage to the grill(s), or missing items based on the post-use photos and visual inspection.
- Send any identified issues to management for follow-up.
- **Documentation:** Staff records the time of return, condition of grill(s) and utensils, any issues found (dirty grill, damage, missing items). This log is maintained for HOA records.

C. POLICY & ENFORCEMENT

1. Follow-up for Issues:

If grill or utensils are not properly cleaned:

- Staff may document and report the violation per HOA enforcement policy to management.
- **For damage or missing items:** Staff completes an incident report. The resident may be held financially responsible under Association rules.
- Enforcement procedures apply, including potential fines or charges.

2. Rules Enforcement: All Association common area rules and enforcement procedures apply. Residents may be denied future grill or amenity privileges for non-compliance. The HOA reserves the right to assess costs for cleaning, repair, or replacement of Association property.

3. Staff Responsibilities (Policy Related):

- Maintain and secure grill keys (specifically the gas valve keys).
- Manage the grill reservation system and maintain reservation/check-out logs.
- Track inventory and condition of BBQ utensils.
- Perform thorough post-use grill inspections, including taking and storing photos, and sending any identified issues to management.
- Maintain complete, up-to-date Grill Check-Out Log.
- Report any issues promptly to management or the Board as directed.