

# Clubhouse Usage Policy (updated June 2019)

## Party Reservation Requests for Resident(s) with 15 to 39 Guests\*:

Area Usage: Clubhouse Lobby and Kitchen (Disclaimer: Not exclusive to party use.)

Requirements listed below must be met before a Party Reservation Request can be approved:

- o All paperwork listed below must be submitted to the Clubhouse at least 4 weeks prior to usage date.
- o Attached paperwork must be completely filled out and signed before being accepted by a Clubhouse staff member and submitted for review.
- o **\*Events with more than 20 guests must secure a guard regardless if alcohol is present or not.**

|   |   |
|---|---|
| Resident's Name:  |   |
| Address:  |   |
| Phone Number (Cell):  | (Home):   |
| Date Requested:   | Time Requested:<br>_____ to _____<br><input type="checkbox"/> After hours |
| Extra Services provided by Clubhouse:<br><input type="checkbox"/> Private Patrol 20 people or more<br><input type="checkbox"/> Private Patrol is present (alcohol)<br><input type="checkbox"/> Employees for After hours (minimum of 2)<br>Specifications:<br>_____ |   |
| Outside Services provided by Resident:<br><input type="checkbox"/> Entertainment<br><input type="checkbox"/> Catering<br>Specifications:<br>_____   |   |
| Number of Guests:   | Occasion for Event:   |

Please note: Requested Parties not meeting the above requirements will need approval from Green River's HOA Board of Directors. An attachment must be included with this application describing the party. Complete package needs to be submitted to Clubhouse Manager prior to the bi-monthly board meeting for consideration.

# Clubhouse Reservation Agreement

Cashier's checks or money orders should be made payable to GREEN RIVER HOMEOWNERS ASSOCIATION and must be signed by the homeowner responsible for the usage of the Clubhouse. Completed application and money orders are to be delivered to the Clubhouse office. Reservations are taken on a first come first serve basis, based on the date of receipt of the deposit money orders/cashier checks. I understand that Clubhouse functions take precedence over any requested date. Homeowners account with GREEN RIVER must be current upon receipt of the Clubhouse reservation request and current on the date of the actual reservation. Homeowners with a delinquent account will not be permitted private use of the facilities regardless of deposits. I understand that there may be THREE money orders/cashier checks required to be submitted with this application. I understand that I must submit all fees in the form of a money order or cashier's check. I understand that personal checks will not be accepted. **I understand these money orders/cashier's checks and application must be received two weeks prior to the reservation date.** \_\_\_\_\_ (initials)

I understand that I will be solely responsible for any damages to the building and/or furnishings; and in the event of damages, I will pay the excess amount or my account will be charged for the same. It is understood that the serving of alcoholic beverages to minors in the Clubhouse is prohibited and will result in the notification of legal authorities and the losing of facilities usage as determined by the Board of Directors. I understand that I am responsible for paying after hours fee (in the form of a money order or cashier's check) if my rental surpasses the normal hours of the Clubhouse. I understand that the maximum capacity for the party and my number of guests will not exceed this amount or my deposit will be forfeited. **I will enter my guest list into IGATE and provide a list to the Clubhouse Manager and the guard gate one (1) week prior to the scheduled event.** I understand that individuals not listed on my guest list will not be allowed through the gates without verbal authorization at the time of arrival. \_\_\_\_\_ (initials)

The undersigned agrees to hold the Green River Homeowners Association and its managing agents, free from any liability for any personal injury and/or property damage sustained by them or their family or guest while using the premises of the Clubhouse, and agree to compensate the Green River Homeowners Association for any damages to its Clubhouse and/or facilities resulting from this usage. I agree to provide a certificate of insurance (in the amount of \$1 million, **no deductible**) naming Green River Homeowners Association as an additional insured for the date of the Clubhouse usage. Certificate will be provided two weeks prior to the Clubhouse usage. Failure to provide said certificate will result in cancellation of the usage regardless of deposits. I agree to be present through the entire function for which the Clubhouse is being rented and will be responsible for the conduct of the participants present at the function. It is understood that I am responsible for the setup of the above listed event and am responsible for the cleanup and **removal of all trash** within the **allotted time**. I understand the above is not the responsibility of the Clubhouse employees. If the facility is not returned to its proper condition, I realize I will be charged an additional \$150.00 for cleaning which will be held from my security deposit. The undersigned has read all the above listed information and agrees to abide by them and the rules of the Green River Homeowners Association. \_\_\_\_\_ (initials)

I hereby agree to INDEMNIFY and HOLD HARMLESS Green River Homeowners Association, its members, directors, officers, representatives, administrators, agents, partners, employees, attorneys, insurers, successors and assigns FROM ANY AND ALL CLAIMS, DAMAGES, ACTIONS, CAUSES OF ACTION, LIABILITIES, LOSSES, COSTS, ATTORNEYS' FEES AND ANY OTHER EXPENSES arising out of or occurring in connection with the event, including but not limited to claims: alleging the active or passive negligence of the Association; for any loss or damage to the Association's real or personal property; and for any injury to person (including wrongful death) or property from or related to the event, use of the common area, the improvements thereon and other equipment.

BY SIGNING BELOW, THE UNDERSIGNED AGREES TO HAVING READ AND UNDERSTOOD ALL THE ABOVE PROVISIONS AND THOSE OF THE ATTACHED USGAE POLICY FORM AND AGREES TO ABIDE BY THE SAME. FURTHER, THE UNDERSIGNED AGREES THAT ANY DEVIATION OF AGREEMENT WILL RESULT IN CANCELLATION OF RESERVATION, POTENTIAL FINES AND/OR RESTRICTION OF FUTURE RESERVATION PRIVILEGES.

Signature of Homeowner: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of final Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**Note: Clubhouse reservations cannot be guaranteed until 1 month prior to the scheduled event. Reservations can be requested up to 6 months in advance to tentatively secure the date. Events are not confirmed until all fees have been paid and final approval has been received from Clubhouse Manager. Homeowner's initials: \_\_\_\_\_**

# Approved Clubhouse Usage Requirements (Updated June 2019)

Party Reservation for Homeowner/Resident(s) with **15 to 39 Guests\***:

Requirements listed below must be met after a Final Approval has been made:

- o Clubhouse rentals are for homeowners; tenants requesting clubhouse rentals require authorization from Homeowner.
- o Parties greater than 20 guests require a Private Patrol Guard regardless if alcohol is present or not.
- o Payment and certificate listed below must be submitted to the Clubhouse at least 2 weeks prior to usage date.
- o A copy of a Certificate of Insurance, on homeowner's insurance, naming Green River Homeowners Association as an additional insured (in the amount of \$1million) for the date of the approved Clubhouse usage.
- o A **\$150.00** non-refundable usage fee must be made out to "GRHOA" for "Clubhouse Rental" in the form of a CASHIER'S CHECK OR MONEY ORDER.
- o For Parties greater than 20 guests, a Private Patrol Fee of \$27.08 per hour must be made out to "GRHOA" for "Private Patrol Fee" in the form of a CASHIER'S CHECK OR MONEY ORDER. If alcohol is present, no additional fee is required.
- o If alcohol is present, regardless of party size, a Private Patrol Fee of \$25 per hour must be made out to "GRHOA" for "Private Patrol Fee" in the form of a CASHIER'S CHECK OR MONEY ORDER.
- o A **\$350.00 deposit** must be made out to "GRHOA/Host" for "Clubhouse Security Fee" in the form of a CASHIER'S CHECK OR MONEY ORDER. (see deposit agreement)
- o If a party is scheduled after hours, an employee fee of \$25.00 per hour, per employee, must be made out to "GRHOA" for "After Hours Fee" in the form of a CASHIER'S CHECK OR MONEY ORDER. (minimum of 2 employees required after hours)
- o An attached copy of the party's guest list, including any outside services, must be made for each the Clubhouse and the Guard Gate 1 week prior to scheduled event.

Note: PERSONAL CHECKS AND CASH WILL NOT BE ACCEPTED as a form of payment under any circumstances

## Deposit Agreement

By signing below, I, \_\_\_\_\_, agree to the following terms and conditions regarding the deposit given on behalf of usage of Green River HOA Clubhouse property.

Initial deposit fee will be returned after 14 business days upon resident complying with the following regulations:

- o Usage of the Clubhouse for reserved party shall not exceed the total number of guests included on the reservation request form. If the number of guests exceeds the approved amount, **security deposit will be forfeited.**
- o Usage of the Clubhouse for a reserved party, must have the appropriate Private Patrol Fee approved and paid for.
- o Usage of the Clubhouse for a reserved party, with alcohol present, must have the appropriate Private Patrol Fee approved and paid for.
- o All Clubhouse property shall be left undamaged and unchanged from condition prior to Clubhouse usage. (Pool Table, Foosball table cannot be moved under any circumstances. Any violation will result in loss of security deposit)

Signature of Homeowner: \_\_\_\_\_

DATE: \_\_\_\_\_

Signature of Tenant: \_\_\_\_\_

DATE: \_\_\_\_\_