

Clubhouse Usage Policy updated June 2019

Party Reservation Requests for **Homeowner/Resident(s) up to but not exceeding 15 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:

- All paperwork listed below must be submitted to the Clubhouse *at least 4 weeks prior* to usage date.
- Attached paperwork must be *completely filled out* and *signed* before being accepted by a Clubhouse staff member and submitted for review.

Resident's Name:	
Address:	
Phone Number (Cell):	(Home):
Date Requested:	Time Requested: _____ to _____ <input type="checkbox"/> After hours
Extra Services provided by Clubhouse:	
<input type="checkbox"/> Private Patrol if alcohol is present	<input type="checkbox"/> Employees for after hours
Specifications: _____	
Outside Services provided by Resident:	
<input type="checkbox"/> Entertainment	<input type="checkbox"/> Catering
Specifications: _____	
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 Usage Requirements (updated June 2019)

Party Reservation for Resident(s) with up to but not exceeding 15 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 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 (amount of \$1 million, no deductible) for the date of the approved Clubhouse usage.
- o A \$100 deposit must be made out to "GRHOA OR RESIDENT" in the form of a CASHIER'S CHECK OR MONEY ORDER. (see deposit agreement)
- o A \$100.00 non-refundable rental fee must be made out to "GRHOA" for "clubhouse rental" in the form of a CASHIER'S CHECK OR MONEY ORDER.
- o If alcohol will be present, a Private Patrol guard non-refundable 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.
- o If a party is scheduled after hours, a non-refundable employee fee of \$27.08 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. (2 employee minimum)
- o An attached copy of the party's guest list, including any outside service providers, must be submitted to the Clubhouse and the Guard Gate 1 week prior to the 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 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: _____

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

Pool Party Reservation for Resident(s) with 15 Guests or Less:

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

- 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 for the date of the approved Clubhouse usage (in the amount of \$1million, no deductible).
- o **A \$75.00** non-refundable rental fee must be made out to "GRHOA" for "Clubhouse/Pool Rental" in the form of a CASHIER'S CHECK OR MONEY ORDER.
- o A \$100.00 deposit must be made out to "GRHOA/HOST" for "Clubhouse/Pool Rental" in the form of a CASHIER'S CHECK OR MONEY ORDER. (see deposit agreement)
- o If alcohol will be present, 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.
- o **No After Hour Pool Parties**
- o An attached copy of the party's guest list, including any outside services, must be given to the Clubhouse and the Guard Gate 1 week prior to the 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 Pool Area 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 number, the party will be cancelled.**
- o Usage of the Clubhouse Pool Area for reserved party shall not exceed the total number of guests included on the reservation request form. If the number of guests exceeds 15 guests, party will be cancelled and deposit will be lost.
- o Usage of the Clubhouse for 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.

Signature of Homeowner: _____ Date: _____

Signature of Tenant (if applicable) _____ Date: _____