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## *Clubhouse Reservation*

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The clubhouse is for the use of residents and landlords only.

**NOTE: There will be NO rentals allowed from when the pool is open till the day after Labor Day.**

The facility will be reserved on a first come, first served basis, determined by receipt of a completed application form and both checks for rental fee and security deposit. The managing agent will inspect the function hall within twenty-four hours after the function to ensure that the facilities, including the appliances in the kitchen, have been fully and adequately cleaned, furniture is returned to its proper place, and trash is removed. If there is any damage or unusual wear and tear, it will be the financial responsibility of the Unit Owner to cover all costs.

- The pool is a separate facility and is **NOT** available for reservation.
- All functions are to be confined to the main function room only. All outside amenities are for the residents of Chapman Place and NOT for the guests coming to the clubhouse for the rental.
- Due to fire code regulations, the maximum number of people permitted to attend a function is fifty (50) people.
- Unit owners must be up to date with their condominium fees in order to reserve the clubhouse.

### ***Rules and Regulations***

- The resident reserving the clubhouse must be in attendance during the entire function, including supervision of the cleaning of the facility.
- All evening functions must be over no later than 10:00 pm.
- Do NOT use tacks or nails to hang items. Only removable tape is allowed to hang decorations and must be removed at the end of the function.
- All decorations, trash, etc. must be removed from the clubhouse, as well as leftover food, and brought back to the resident's unit or taken off-site.
- The resident is responsible for turning the heat down after their function and securing the building upon leaving the premises.
- The resident shall not allow alcohol to be available to any person who is a minor and shall not permit alcohol to be served to any person who shows any visible signs of intoxication.
- The resident shall not permit any alcoholic beverage of any kind to be sold on the premises.
- The resident shall ensure that the clubhouse is used in a safe manner and that no activity takes place on the clubhouse premises that constitutes a danger to any person or poses a risk of damage to the Clubhouse or personal property contained therein.
- **The Resident shall instruct all guests of the parking restrictions: emergency vehicles must have clear access to the clubhouse; no parking on the streets or lawns or in any manner to block an entrance, exit, driveway or fire hydrant. ALL parking for your guests is restricted to the clubhouse area. If you need additional parking, you must go off-site. Failure to do so will result in parking fines and fees.**



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### *General Information (cont.)*

- The Community Administrator will have the clubhouse cleaned the Friday prior to the rental.
- Please make sure you leave the clubhouse as you found it.
  - A combination to the lock box will be available 1-2 days prior to your rental. The office will contact you with the combination.
  
- NO SMOKING IN THE CLUBHOUSE.
- Garbage disposal switch is under the sink.
- Trash must be brought back to your unit.
- You do not have to put the tables away.
- Chairs should be placed across from the men's room.
- After you are done with your function, please place the key back in the lock box.

### *You must supply 2 checks:*

- 1. Clubhouse Rental fee is \$100.***
- 2. Security Deposit is \$100.***

***Your security deposit will be returned to you after an inspection of the property is completed. If there is any damage or any rules for renting the clubhouse have been violated, a deduction will be taken from your security deposit. NO refunds if canceled 5 days prior to rental.***



**Clubhouse Reservation**

**Clubhouse Reservation Form**

Reservation Date requested: \_\_\_\_\_ **Time:** \_\_\_\_\_ (AM) (PM) to \_\_\_\_\_ (AM) (PM)  
(NO rentals from when the pool opens to after Labor Day)

Name of Unit Owner: \_\_\_\_\_ Unit #: \_\_\_\_ Building #: \_\_\_\_

Telephone #: \_\_\_\_\_ Number of expected Guests: \_\_\_\_\_  
(Max permitted 50)

- Unit owner hereby agrees to indemnify and hold harmless the Trustees of the Chapman Place Condominium Trust against any and all claims of any nature arising out of its use of the Clubhouse premises, including but not limited to claims for personal injury, property damage, and any other claims of any nature. The licensee also agrees to be liable to the Trustees for any Attorney’s fees and court costs incurred by the Trustee to enforce the terms of this agreement.
- By signing below, you understand if you do not follow these rules, fines and fees will be taken out of your deposit, and if the charges exceed the deposit, the excess will be charged to your account.

\_\_\_\_\_  
Unit Owner/Resident Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Date reservation was made: \_\_\_\_\_ Date deposit was received: \_\_\_\_\_

Comments: \_\_\_\_\_

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