

Sunset Ridge Homeowner

Association

*Gathering Room Rental Agreement

Clubhouse Phone – 335-0682

E-mail – sunridgeclub@comcast.net

Name _____ Address _____

Phone Number _____ Reservation Date/Time _____ / _____

Description of the Event _____

Call or email clubhouse to make sure the date you are requesting is available before you submit reservation form. Rental requests **MUST** be made **NO LATER** than 14 days prior to scheduled event. We are not obligated to honor any requests made within the 14 day window.

Rental Fee is \$25.00 for four hours, which includes exclusive use of the **gathering room, and deck only.** If your gathering goes over the four hour rental period, an additional \$25.00 rental fee will be charged. Set up and clean up time must be included in your four hour time period. ****The rest of the clubhouse may be used by your guests as well as other homeowners.** Make checks payable to SRHOA. (No Cash or Credit Cards Accepted) Submit completed form and check in the mail slot on the clubhouse office door. **Rental form and payment must be submitted at least 2 days prior to the event.**

Facility Use Agreement - **PLEASE READ CAREFULLY AND INITIAL EACH ITEM** or your application will be returned.

As a renter/homeowner you must agree to follow ALL of the clubhouse rules as well as the following rules that are violated most often during a rental. Failure to comply with these rules will result in fines and/or suspension of clubhouse privileges. (Maximum capacity 47 people)

___ **DO NOT PROP OPEN ANY DOORS IN THE CLUBHOUSE.** You are responsible for any person you let into the clubhouse. The homeowner must be present at all times during the rental period.

___ No alcohol or tobacco is allowed anywhere on the clubhouse premises. This includes the parking lot area.

___ Do not double park **or** park anywhere in the parking lot where there are not designated parking lines to pull into. This includes the disabled parking space unless you have a **valid permit** to do so.

___ No confetti or candles allowed. Music and noise should be kept to a reasonable level and rowdy behavior controlled.

___ **Decorations are to be limited to inside the gathering room only** and must be removed and disposed of by homeowner. Do not staple decorations to the wall or wood trim.

___ Homeowner agrees to leave kitchen and gathering room clean. (You must supply your own utensils and cleaning supplies.) **This includes removal of all party trash from the clubhouse and disposed of at your home.** Cleaning costs will be incurred by the renter for any cleaning that must be done as a result of the event such as professional stain removal.

___ Commercial activities are **not** allowed at the clubhouse. Some examples: Mary Kay, Partylite, Avon, etc., or any function where money or business cards are exchanged or distributed. This includes donations and tips.

___ Renters of the gathering room will be financially responsible for any damage done to any part of the clubhouse by anyone in the renter's party.

Homeowner Signature _____ **Date** _____

***The preceding reservation only includes exclusive use of the gathering room and the deck. Features such as the pool and spa are routinely closed for maintenance.**

****If other homeowners are using the facility and your guests cause the capacity limits to be exceeded, your guests will need to limit their activity to the gathering room.**

Office Use Only: Check Number:
