

## The Highlands at Park Bridge Clubhouse Reservation Agreement

<b>Plan and Book</b>	<ul style="list-style-type: none"> <li>• Contact clubhouse committee at <a href="mailto:hihoclubhouse@gmail.com">hihoclubhouse@gmail.com</a> with your request to reserve the clubhouse, specifying the date and time that you are interested in.</li> <li>• A clubhouse committee member should respond in 48 hours to confirm the clubhouse availability and if available, will place a temporary hold for the date/time requested.</li> <li>• Once your reservation date/time is confirmed as available and the temporary hold has been placed for you, fill out the Clubhouse Reservation Agreement, sign and date the form (this confirms your acceptance of the clubhouse rules and regulations), attach separate checks for security deposit, usage fee and cleaning fee.</li> <li>• Drop off the form, along with necessary checks to a clubhouse committee member within 48 hours of receiving confirmation of temporary hold. If reservation documents/checks are not received within 48 hours of confirmation, the temporary hold will be removed and the date/time will be available to any other interested homeowners.</li> </ul>
----------------------	---

<b>Use and Enjoy</b>	<ul style="list-style-type: none"> <li>• Contact the clubhouse committee via email the week of your event to arrange a time for the pre-event walk through and key drop-off.</li> <li>• Enjoy your event at the clubhouse! Please ensure all guests at the clubhouse follow the rules and regulations on clubhouse usage.</li> <li>• After your event, be sure to go through the post-event checklist and ensure all steps have been completed.</li> <li>• Meet a clubhouse committee member at the appointed time to return the key and complete the post-event walk through and check list.</li> </ul>
----------------------	--

	<p>Clubhouse Committee Email: <a href="mailto:hihoclubhouse@gmail.com">hihoclubhouse@gmail.com</a></p> <p><b>Clubhouse Committee Members</b></p> <table border="1" style="width: 100%;"> <tr> <td>Rajesh Joshi</td> <td>5050 Tahoe Pines Way</td> </tr> <tr> <td>Julie Cefaratti</td> <td>2016 Breckenridge Lane</td> </tr> </table>	Rajesh Joshi	5050 Tahoe Pines Way	Julie Cefaratti	2016 Breckenridge Lane
Rajesh Joshi	5050 Tahoe Pines Way				
Julie Cefaratti	2016 Breckenridge Lane				

## Usage Rules (STRICTLY ENFORCED):

- 1) Usage of the clubhouse is at your own risk. Homeowner renting the clubhouse **MUST** be in attendance during the entire duration of their event. No exceptions.
- 2) Remove all the food and trash from the clubhouse immediately after your event. **THE KEY TO THE OUTSIDE TRASH BIN (in front of tennis courts) IS ON THE KEY CHAIN WITH THE CLUBHOUSE KEY. All trash MUST be thrown in the dumpster after your event or your deposit will be forfeited.**
- 3) No smoking is allowed in the clubhouse at any time.
- 4) No gambling.
- 5) **Hand sanitizer must be available to all guests.**
- 6) No pets are permitted in the clubhouse (except licensed service animals).
- 7) No grilling on the pool deck.
- 8) No skateboards, bicycles or other vehicles are allowed inside the clubhouse.
- 9) **Do not use glitter, confetti, bird seed, uncooked rice, party favor, silly string, or other such festive shower on clubhouse property.**
- 10) **Do not affix any items to woodwork or on to walls or windows. Do not use staples, tape, nails, or tacks when decorating. Removal of decorations and balloons after the party is renter's responsibility.**
- 11) Ensure there are no wax drips in the clubhouse.
- 12) If furniture is moved it **MUST** be returned to its original location
- 13) Do not leave valuables in the clubhouse unattended, including alcohol.
- 14) All events held in the clubhouse must end by 12:00 midnight.
- 15) Use of a disc jockey for a private function must be inside the clubhouse.
- 16) Do not give the clubhouse keys to anyone from outside of Highlands at Park Bridge.
- 17) Keys must be returned no later than 9:00am the day after the event or per arrangement with clubhouse committee member.
- 18) Guest(s) from outside of Highlands at Park Bridge must always be accompanied by a Highlands at Park Bridge resident in the clubhouse.
- 19) No one under 18 years of age is allowed in the upstairs balcony area or adjoining exterior deck without parent or legal guardian present.
- 20) No wet swimsuits allowed in the clubhouse.
- 21) Pool is only available during normal pool season and hours. No extended availability for clubhouse renters will be offered. "Pool Use Addendum" must be signed/acknowledged if rental occurs during pool season.
- 22) No alcoholic beverages may be served to minors on HOA property. Illegal drugs are prohibited and will be reported to the police if discovered or suspected on the premises.

### Note:

- The Board of Directors in its sole discretion may modify the terms and conditions for use of clubhouse.
- Clubhouse Committee is responsible for interpretation of the rules in case of discrepancy.
- **Violation of these rules will result in forfeiture of deposit and/or termination of future use of the clubhouse.**

**THE HIGHLANDS AT PARK BRIDGE HOMEOWNERS ASSOCIATION  
CLUBHOUSE RESERVATION AGREEMENT**

Date of Request \_\_\_\_\_ Date Needed: \_\_\_\_\_

Number of guests: \_\_\_\_\_ (Maximum 75) Time of event: \_\_\_\_\_ until \_\_\_\_\_

The purpose of the rental is: \_\_\_ Social \_\_\_ Club \_\_\_ Other (specify) \_\_\_\_\_

Is this event being held during summer pool season? \_\_\_ Yes \_\_\_ No

(NOTE: If "Yes", then signed "Pool Use Addendum" must accompany this agreement)

Resident's Name \_\_\_\_\_

Resident's Address \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Business or Cell \_\_\_\_\_

Email address \_\_\_\_\_

**ALL reservations require \$200.00 usage and \$150.00 cleaning fee in addition to the security deposit of \$500. All charges must be submitted with a personal check separate from the security deposit check and must accompany the signed reservation agreement. Please make checks payable to "Highlands HOA"**

➤ **Applicable lifeguard charges?** \_\_\_ Yes \_\_\_ No

**I have carefully read and understand all the clubhouse Rules & Regulations. I agree to be bound by its Terms and Conditions and the Usage Rules. This includes the Post-Event Checklist. Nothing should be affixed to the interior or exterior walls or windows of the clubhouse. Any damage or failure to complete post rental duties (checklist) will result in the forfeit of your deposit.**

Resident's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Clubhouse Committee use:**

Usage fee: Date Received \_\_\_\_\_ Check # \_\_\_\_\_

Cleaning fee: Date Received \_\_\_\_\_ Check # \_\_\_\_\_

Deposit: Date Received \_\_\_\_\_ Check # \_\_\_\_\_

Deposit Returned: Yes \_\_\_\_\_ No \_\_\_\_\_

Reason \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# The Highlands at Park Bridge HOA

## Clubhouse Rules & Regulations

### Terms and Conditions:

- 1) Property owners of The Highlands at Park Bridge may reserve clubhouse **only for private use** by themselves and their guests. Clubhouse cannot be rented by non-homeowners (no exceptions).
- 2) No commercial activities are permitted. The clubhouse is to be used for social purposes only and not for any activity which would yield personal monetary gain. Trade show events and meetings for external vendors/organizations are prohibited unless deemed by the Clubhouse Committee or HOA Board to be for benefit of all homeowners. Clubhouse usage and reservations are limited to social events/gatherings for residents and their guests, and/or meetings specific to neighborhood committees.
- 3) Reservations are on a first come, first served basis.
- 4) Reservations may not be made less than 48 hours or more than twelve (12) months in advance.
- 5) The homeowner reserving the clubhouse must 21 or above years in age and be current on all dues and assessments.
- 6) The Clubhouse can be rented for one booking per day with a maximum of 75 attendees.**
- 7) Advance reservations are limited to two reservations per homeowner at any given time.
- 8) Only HOA sanctioned committees operating within the subdivision will be allowed to have standing recurring meetings.
- 9) Reservations are tentative for a 48-hour period until a Clubhouse Rental Agreement is completed, signed and submitted to a clubhouse committee member along with a security deposit and applicable usage fees.
- 10) The keys to the clubhouse and outside trash bin may be given to the renting member no earlier than the day before the event (at the discretion of the clubhouse committee). Keys are the responsibility of the renter and must always remain in the possession of Highlands at Park Bridge resident until returned to clubhouse committee. Keys must be returned as arranged with the clubhouse committee member (latest by 9:00 am the day after the event). Loss of keys may result in additional assessment.
- 11) A \$500.00 security deposit is required to confirm the reservation for the clubhouse. The amount of the deposit is set by the HOA Board of Directors. Deposits and usage/cleaning fees must be paid by separate checks made payable to Highlands at Park Bridge HOA. The security deposit check will be destroyed after the event, providing the renter and clubhouse committee member have completed the checklist and no damage or loss has occurred and there have been no infractions of the clubhouse rules.**
- 12) Clubhouse cleaning will be arranged by the clubhouse committee with a mandatory \$150 cleaning fee charged to the homeowner. The homeowner should clean countertops, sweep floors and put all trash in the outside trash bin with key given to them.**
- 13) At the conclusion of an event, you are expected to follow the Post-Event Checklist. A clubhouse committee member will inspect the premises and review the completed checklist. **Not complying with all the areas of the checklist will result in forfeiting of your security deposit.**
- 14) Member reserving the clubhouse is responsible for payment or replacement cost for all items damaged or lost as a result of use of the property. This may result in forfeiting of your security deposit or a special assessment by the Board of Directors.
- 15) The HOA reserves the right to retain/recover all costs associated with loss/damages to the clubhouse or if the clubhouse is not cleaned properly and restored to its original condition, as directed by the Post Event Checklist. If costs to repair/replace or clean the clubhouse exceed your deposit and cleaning fee, the renter is responsible for additional costs (e.g. cost of cleaning may be higher in case of spills, wax drips or usage of un-permitted items such as glitter, confetti, bird seed, etc.)

**The Highlands at Park Bridge HOA  
Clubhouse Rules and Regulations  
Pool Use Addendum to Clubhouse Reservation Agreement**

**All clubhouse guests must abide by the rules and regulations listed below:**

- NO WET SWIMSUITS ALLOWED IN CLUBHOUSE.
- The pool is available for use by members in good standing and their invited guests. Guests should be accompanied by a member.
- Pool hours are 8:00 am until 10:00 pm.
- When no lifeguard is on duty: SWIM AT YOUR OWN RISK.
- Children under the age of 14 may not swim without adult supervision.
- No diving.
- No smoking in pool area.
- No running or rough play around the pool.
- Lifeguard stand is off limits. No climbing, jumping or diving.
- No animals inside the pool area.
- No rollerblades, skateboards or bikes permitted inside pool gate.
- No glass in pool area.
- Proper swim attire must be worn at all times by all age groups.
- Swim diapers or liners must be worn by infants and toddlers while in pool.
- Radios, tape/CD players should be used with discretion and consideration of others. No swimming during inclement weather.
- Persons with open lesions or communicable diseases may not enter the pool. Maximum number of pool occupants is 285.
- Homeowners choosing not to abide by posted pool rules may have their pool privileges suspended.

Additional lifeguards are required if clubhouse guests will be using the pool.

- For every 30 guests, one additional lifeguard is required.
- Lifeguard fee is \$18 per hour, per lifeguard.
- Renting resident is responsible for contacting AMS Pools (770.932.6389) to reserve lifeguards as well as payment of lifeguard fees.

Resident's Name: \_\_\_\_\_ Address: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time & Duration: \_\_\_\_\_

Number of Guests: \_\_\_\_\_ Number of Lifeguards needed: \_\_\_\_\_

Clubhouse committee member verified lifeguard arrangement with AMS? Y\_\_\_\_ N\_\_\_\_

## The Highlands at Park Bridge HOA Clubhouse Rules & Regulations

### Pre and Post-Event Checklist

Thank you for holding your event at the Highlands at Park Bridge Clubhouse. On behalf of the Highlands HOA and the Clubhouse Committee we hope you enjoy using this fabulous facility. To ensure your neighbors are also able to enjoy a first-class venue for their future events please review and complete the following checklist. This form will be required upon completion of your event and will facilitate the return of your deposit in a timely manner. All cleaning and extra supplies can be found under the sink or in the closet under the stairs (near the kitchen).

	Countertops, tables, and chair seats wiped clean	
	Floor swept	
	Furniture returned to original position	
	Furniture and clubhouse décor/appliances/fixtures free from damage	
	All trash removed from clubhouse and exterior, <b>including bathroom and upstairs (if used), and disposed of inside trash bin in front of tennis courts, behind fencing (key to the trash bin is with the clubhouse key and in the closet under the stairs)</b>	
	All trash that does not fit in receptacles must be removed from area	
	Remove all items you brought from refrigerator, freezer, stove and oven	
	Any glasses or dishes used that belong to the clubhouse should be put in the dishwasher and run (dishwashing soap is under the sink)	
	Turn off all lights and set air conditioning on the thermostat to 75 degrees in the summer and the heat on the thermostat to 65 degrees in the winter	
	Interior walls, doors and windows free from damage. Do not affix any items to woodwork, walls or windows. Do not use staples, tape, nails, or tacks when decorating.	
	All decorations including, but not limited to, flowers, streamers, and balloons removed and no evidence of glitter, confetti, bird seed, uncooked rice, silly string, etc.	
	All personal property removed	
	Close and lock all doors and windows, including upstairs porch	
	Return key PROMPTLY to clubhouse committee member with completed checklist. Keys must be returned no later than 9:00am the day after the event or per arrangement with clubhouse committee member.	

Check in: (Date & Time) \_\_\_\_\_

Highlands Homeowner: \_\_\_\_\_

Clubhouse Committee Member: \_\_\_\_\_

Check out: (Date & Time) \_\_\_\_\_

Highlands Homeowner: \_\_\_\_\_

Clubhouse Committee Member: \_\_\_\_\_