

Brookwillow Village Homeowners Association

Community Clubhouse Reservation Agreement

The Brookwillow Village Community Clubhouse may be reserved by Association members. To make a reservation, please complete the following form and return it to the Community Association Manager.

Name _____

Address _____ Phone _____

Reservation Date _____ Start Time _____ End Time _____

Purpose of Reservation _____

Number of Attendees Expected _____

Reservation Rates:

\$75.00 Non-refundable Rental Fee*

\$75.00 Refundable Cleaning/Damage Deposit*

*Please issue two separate checks. Payments must be received to hold your reservation.

Please note: Two weeks' notice is preferred for clubhouse reservations. Only members in good standing (assessments are current) may reserve the clubhouse.

By signing this agreement, you are agreeing to the following:

1. Your \$75.00 clubhouse rental fee check will be deposited upon receipt.
2. Your \$75.00 deposit check will only be deposited to cover the cost of cleaning and repair if the clubhouse is not cleaned in accordance with the guidelines and/or if evidence of smoking inside the clubhouse is found.
3. If the clubhouse is left in good condition, the check for the cleaning deposit will be returned to you.
4. If the \$75.00 deposit does not cover the cost of repairs or cleaning, the additional amount will be assessed to your account.
5. Your reservation form and checks must be received prior to your reservation.
6. Cancellation Policy: There will be a \$10.00 cancellation fee.
7. Recreational facilities (i.e. the workout room) will remain open during regular hours to other Brookwillow Village residents during clubhouse functions.
8. Any food or drink brought on the premises must be removed promptly following the function. All decorations must be removed.
9. Trash receptacles must be emptied prior to vacating the facility.
10. Kitchen (if it has been used) and bathrooms should be left clean.
11. You are responsible for the behavior of your guests. Any damages caused by your guests will be charged to you.

I have read, understand, and agree to the above statements and information, and I agree to abide by all the rules published relating to the usage of the clubhouse.

Homeowner

Date

Community Address

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Office Use Only:

Cleaning Deposit: Check # _____ Returned (Date) _____

Cleaning Deposit Not Returned (Details) _____
