

## Bella Costa Clubhouse Reservation Agreement

In order to assure the proper upkeep of the clubhouse, the Board has revised Appendix II (Clubhouse Usage Rules). All events which are not Board sponsored, must be hosted by a Bella Costa resident. In the event of urgent Board business, Bella Costa functions take precedent over these functions. Any conflicts in scheduling will be resolved by the Clubhouse/Social Committee Chair(s), with the Board as needed. An event is defined as any activity, not sponsored by the Board of Directors, which involves either the moving of furniture, or the use of Clubhouse resources e.g. tables, chairs, kitchen appliances, etc. (A gathering of friends to play cards, play pool, work a puzzle, or discuss a book, does not constitute an event). A \$100 cleanup deposit is required, refundable if the clubhouse is undamaged and left in the same or better state of cleanliness than before the function. The cost of any repairs, replacements, or professional cleaning services will be deducted from the deposit if an inspection reveals a violation of the cleanup requirements. Infraction of any clubhouse rules will result in forfeiture of the entire deposit. As all events must be sponsored by a resident, there is no rental fee for the actual use of the clubhouse.

### CLUBHOUSE USE POLICY – Revised 2/1/19

1. Reservation – Check the calendar in the clubhouse and make a reservation with the Clubhouse Chair(s). The event may be placed on the calendar tentatively by the individual hosting the event, and later confirmed. Recurring events, such as those that occur monthly, will only require one agreement and one deposit, provided that a clear schedule is provided.
2. Deposit – A check for \$100 to Bella Costa must accompany the reservation. As noted above, the host will be responsible for damages or cleaning required. The deposit will be returned in full after inspection.
3. Agreement – The resident host must sign the agreement below, which further delineates rules regarding use and cleanup. Both the contract and the deposit must be submitted before the event officially goes on the calendar.

### CLUBHOUSE RESERVATION AGREEMENT

I understand that I am responsible for returning the clubhouse to the same condition in which I found it. I understand that my deposit of \$100 may be applied toward any cleaning or repairs that may be necessary following my use of the facility. If damages or cleaning exceed the amount of the deposit, I will pay the overage. I understand that the reservation does not include use of the pool or pool area. I agree to observe the following rules regarding use and cleanup. I understand that if any clubhouse rules are broken during my event, I will forfeit my \$100 deposit.

#### General Rules for Clubhouse Use:

1. No smoking or candles are allowed
2. No bare feet or wet suits allowed in order to protect flooring
3. No pets allowed
4. Maximum number of occupant is 77
5. All kitchen items used must be cleaned and returned to storage area
6. All garbage (including restrooms) and recycling must be removed and deposited in dumpster or recycling bins
7. No food should be left in refrigerator
8. Oven turned off; small appliances unplugged
9. Table and chairs returned to storage area in original position
10. Air conditioner/heat returned to original temperature
11. Floors swept or vacuumed – spills wiped up immediately. Cleaning supplies are in closet
12. All lights must be turned off
13. All accidents or stains must be reported
14. Lock front door on departure

Signed: \_\_\_\_\_ Printed Name \_\_\_\_\_ Condo # \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Event \_\_\_\_\_ Hours of Event \_\_\_\_\_

Meeting Room                      Approved: \_\_\_\_\_ Date \_\_\_\_\_  
 Library