

SUMMIT AT ROCK CREEK HOMEOWNERS ASSOCIATION

Application to Reserve Clubhouse Facilities for Private Functions

Applications will be accepted from resident homeowners or tenants of *Summit at Rock Creek Homeowners Association* only.

The following information is required for authorization to use the Clubhouse facilities. Please return this application in duplicate. One copy will be returned to the applicant within seven (7) days from the date of application to confirm or deny the requested use.

Name: _____ Telephone: _____

Address: _____ Number of Guests: _____

Unit # _____ Owner Name: _____

Telephone: _____

Date Desired: _____ Time: _____ To: _____

Purpose of Function: _____

Refreshments to be Served: _____ Alcoholic Beverages: _____

THE APPLICANT ACKNOWLEDGES THAT:

1. The owner/tenant must be present throughout the entire duration of the function.
Initial _____
2. The entire building is available for private functions, however, other residents may use the exercise room during the function if they so desire. The maximum number of participants at any single private function shall be limited to 75 people.
Initial _____
3. A deposit of \$300.00 for each function must accompany this request. Accepted form of payment is personal check 14 days in advance of function, otherwise, cashier check is required. Checks must be made payable to *Summit at Rock Creek Homeowners Association*.
Initial _____
4. At the close of the function, the Clubhouse must be returned to the order in which it was found. Doors opened by key fob must not be locked. The facilities will be inspected and inventoried by the Association. If the inspection is satisfactory, and no damages, breakage, or loss have occurred, the applicant's \$250.00 deposit will be

returned via HOA check within seven days. The \$50.00 portion of the deposit is a non-refundable use fee.

Initial _____

5. Functions reserved between Thanksgiving week and New Year's Day must have a minimum of two (2) weeks notice of cancellation or deposit will be forfeited.

Initial _____

6. The owner or tenant signing this application assumes full responsibility and is liable for any and all damages, breakage, or loss incurred at function and agrees to reimburse Summit at Rock Creek Homeowners Association for same at current replacement cost if such cost exceeds the amount of the deposit. The Owner is ultimately responsible for any damages caused by their guests or tenants.

Initial _____

8. The Board of Directors shall have authority, subject to the policies of the Board of Directors, to approve or reject this application, plus the authority to cancel, stop, or close the function, if in considered judgment, such action is necessary.

Initial _____

9. Violation, if any, of the foregoing provisions, will result in the forfeiture of the entire deposit and temporary suspension of future Clubhouse use by the owner, tenant, or group committing such violations.

Initial _____

Owner Signature: _____

Tenant Signature: _____

Date of Application: _____

_____ \$250.00 Deposit Recd
_____ Check Number

_____ \$50.00 Fee Recd
_____ Check Number

Extra Tables Required: _____ yes _____ no

Extra Chairs Required: _____ yes _____ no

Additional comments or requests:

Approved by: _____ Date: _____

Date Deposit Returned: _____ Check # _____