



CLUBHOUSE RESERVATION REQUEST

Person/Group making Request: _____ Today's Date: _____

Phone#: _____ Purpose of Clubhouse Use: _____

Date Requested for Clubhouse use: ____/____/____ Times: ____ am/pm TO: ____ am/pm*

***Maximum rental time is six (6) hours, including set-up and clean-up times, and all parties MUST be ended by 9:00 pm for inspection of Clubhouse by a Highlands' Representative.**

Expected Number of Attendees: _____

Clubhouse Facilities That Will Be Used/Needed (please check all that apply)

_____ Kitchen _____ Refrigerator _____ Stove/Oven _____ Microwave oven

_____ Tables (please indicate number of tables needed, other than those already in Clubhouse)

_____ Folding chairs (please indicate number of chairs needed, than those already in Clubhouse)

_____ Coffee & machines (1/2 pot = \$5.00; full pot = \$10) *written instructions provided.

➤ **PRIVATE PARTIES MAY NOT HAVE USE OF THE POOL** _____
(INITIALS)

➤ **NO Private Parties may be held for Fund Raising Events** _____
(INITIALS)

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CLUBHOUSE USE AGREEMENT

I, _____, have read and agree to abide by the "Community Area Use Rules" provided to me on _____, by The Highlands' office staff.

I understand that that I/my group is to pay **\$25** "use fee", via check or money order, to "**The Highlands**", at least two (2) weeks prior to the event and this fee is non-refundable.

I further understand that a *separate*, \$100 security deposit, by check or money order, made out to "The Highlands" must also be provided at least at least two (2) weeks prior to the event. This deposit is subject to full or partial refund, dependent upon the condition in which the Clubhouse was left after the event and the cost of any subsequent cleaning/repairs that may be necessary.

Requester's Signature

Date

Approval Signature

Date

\$ _____ / \$ _____
Use Fee / Deposit Amount Rec'd Date

Deposit Amt Refund Date

➔ Date copy of form provided to Brenda Henderson (520-742-7106) for the pre-/post-event inspection: _____



COMMUNITY AREA USE RULES

Clubhouse Rental/Use:

The Clubhouse building may be rented by Owners/Residents of The Highlands, IF it has not already been reserved for another activity or function, by submitting a "Clubhouse Reservation Request" form. The Clubhouse facilities include: the main hall, kitchen, card room, poolroom, laundry, and library. Owners/Residents are welcome to use the Clubhouse facilities for weddings, receptions, birthdays, anniversaries and family gatherings that are sponsored by an owner/resident. **These facilities are NOT to be used for private promotional money making events.** All private-party events are limited to a 6-hour maximum, which includes set-up and clean-up times.

"**Clubhouse Reservation Request**" forms may be obtained in the Resource Room. The completed form is to be submitted by the requesting party/parties at least two (2) weeks prior to the intended event and is to include the required use-fee (\$25, non-refundable) and security deposit (\$100, refundable) with the completed form. Brenda Henderson will contact the requesting party/parties to confirm availability of the Clubhouse after conferring with the Social Committee chair about the date/time requested.

IMMEDIATELY AFTER THE FUNCTION, it is the responsibility of the requesting Owners/Residents to ensure clean up and restoration of furniture/items to their previous locations in the Clubhouse facilities so that it is ready to use for the next scheduled activity or event. **Failure to do this may result in forfeiture of your security deposit.**

An inspection will be conducted after all private parties to verify these things have been done. Brenda Henderson of The Highlands will perform the inspection, accompanied by the Owner/Resident who rented the Clubhouse, if they so desire. After the final inspection and approval by Brenda Henderson, the security deposit will be returned to the Owner/Resident in full or partial per post inspection results.

Other established Highlands' functions take priority over private events, such as Kaffee Klatsch, Potluck Suppers, Spaghetti Dinners, Pancake Breakfasts, Thanksgiving and Christmas Dinners, Exercise Classes, Card Night, Meetings or other organized/approved activities.

Owners/Residents who rent the Clubhouse are responsible for ensuring that their guests are respectful of the park rules and abide by them. Children must be supervised by an adult at all times while in or around the Clubhouse. Firearms and/or fireworks are not permitted to be on The Highlands' property.

SWIMMING POOL MAY NOT BE USED as part of Clubhouse Rental. **NO ONE**, including Homeowners or Residents, attending the event may use the pool due to excessive Liability.



PRE-USE INSPECTION FORM
CALL: 520-742-7106

Inspected By: _____ Date of Inspection: ____/____/____

Owner/Resident/Group: _____ Event Date: ____/____/____

FURNITURE ~

Tables: Cleaned/Wiped down? ____ Yes ____ No
Damaged? ____ Yes ____ No If yes, description of damage: _____

Chairs: Cleaned/Wiped down? ____ Yes ____ No
Damaged? ____ Yes ____ No If yes, description of damage: _____

Billiard/Poker/Ping Pong Tables:

>>>PLEASE NOTE that these tables are ONLY to be used for their intended purpose and NOT for food serving, eating, gift tables, etc.

Clean, i.e. no spills, stains or damage to tables? ____ Yes ____ No

Pool Cues and Balls in holders/good condition? ____ Yes ____ No

Ping Pong equipment in good condition? ____ Yes ____ No

Damaged? ____ Yes ____ No If yes, description of damage: _____

Piano: Cleaned/Wiped down? ____ Yes ____ No

Keyboard cover closed? ____ Yes ____ No

Damaged? ____ Yes ____ No If yes, description of damage: _____

Floors: Clean and without spills or stains? ____ Yes ____ No

Damaged? ____ Yes ____ No If yes, description of damage: _____

KITCHEN AREA ~

Stove, Oven, Refrigerator & Microwave:

Cleaned/Wiped down? ____ Yes ____ No

Dishes, Utensils, Pots & Pans:

All in stored in cupboards/cabinets? ____ Yes ____ No

Damaged? ____ Yes ____ No If yes, description of damage: _____

Linens: Washed and folded in storage area? ____ Yes ____ No

Damaged? ____ Yes ____ No If yes, description of damage: _____

➤ **Provided with key(s) to unlock coffee and cleaning supply areas?** ____ Yes ____ No

MISCELLANEOUS ~

Windows/Blinds, Doors, Stage, Stairs, Railings & Walls:

Cleaned/Wiped down? ____ Yes ____ No

Damaged? ____ Yes ____ No If yes, description of damage: _____

PATIO AREA ~

Chairs/Tables/Umbrellas: Tables/Chairs cleaned; Umbrellas closed? ____ Yes ____ No

Damage? ____ Yes ____ No If yes, description of damage: _____



POST-USE INSPECTION FORM

CALL: 520-742-7106

Inspected By: _____ Date of Inspection: ____/____/____

Owner/Resident/Group: _____ Event Date: ____/____/____

FURNITURE ~

Tables: Cleaned/Wiped down? ____ Yes ____ No
Replaced in original configuration? (See attached diagram) ____ Yes ____ No
Extra/Additional tables cleaned & returned to storage area? ____ Yes ____ No
Damaged? ____ Yes ____ No If yes, description of damage: _____

Chairs: Cleaned/Wiped down? ____ Yes ____ No
Replaced in original configuration? ____ Yes ____ No
Extra/Additional chairs cleaned & returned to storage area? ____ Yes ____ No
Damaged? ____ Yes ____ No If yes, description of damage: _____

Billiard/Poker/Ping Pong Tables:

>>> **PLEASE NOTE** that these tables are **ONLY** to be used for their intended purpose and **NOT** for food serving, eating, gift tables, etc.

Clean, i.e. no spills, stains or damage to tables? ____ Yes ____ No
Pool Cues and Balls in holders? ____ Yes ____ No
Ping Pong equipment put away? ____ Yes ____ No
Damaged? ____ Yes ____ No If yes, description of damage: _____

Piano: Cleaned/Wiped down? ____ Yes ____ No
Keyboard cover closed? ____ Yes ____ No
Damaged? ____ Yes ____ No If yes, description of damage: _____

Floors: Swept/vacuumed and any spills cleaned up? ____ Yes ____ No
Damaged? ____ Yes ____ No If yes, description of damage: _____

KITCHEN AREA ~

Stove, Oven, Refrigerator & Microwave:

Cleaned/Wiped down? ____ Yes ____ No

Dishes, Utensils, Pots & Pans:

Washed and returned to cupboards? ____ Yes ____ No
Damaged? ____ Yes ____ No If yes, description of damage: _____

Linens: Washed, folded and returned to storage area? ____ Yes ____ No
Damaged? ____ Yes ____ No If yes, description of damage: _____

➤ **Returned key(s) to unlock coffee and cleaning supply areas?** ____ Yes ____ No

MISCELLANEOUS ~

Windows/Blinds, Doors, Stage, Stairs, Railings & Walls:

Cleaned/Wiped down? ____ Yes ____ No
Damaged? ____ Yes ____ No If yes, description of damage: _____
All trash bagged and put in outside trash containers? ____ Yes ____ No

POOL & PATIO AREA ~

Chairs/Tables/Umbrellas: Tables/Chairs cleaned; Umbrellas closed? ____ Yes ____ No
Damage? ____ Yes ____ No If yes, description of damage: _____