

## 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 additional number of tables needed, other than those already in Clubhouse)  
\_\_\_\_\_ Chairs (please indicate additional number of chairs needed, other than those already in Clubhouse)  
\_\_\_\_\_ Coffee & machines (1/2 pot = \$10.00; full pot = \$20.00) \*written instructions provided.

***PLEASE LEAVE TABLES AND CHAIRS SET UP AS YOU FOUND IT.***

➤ **PRIVATE PARTIES MAY NOT HAVE USE OF THE POOL**

\_\_\_\_\_  
(Initials)

➤ **PRIVATE PARTIES MAY NOT USE POOL ROOM OR CARD ROOM**

\_\_\_\_\_  
(Initials)

➤ **NO PRIVATE PARTIES MAY BE HELD FOR FUNDRAISING EVENTS**

\_\_\_\_\_  
(Initials)

## **CLUBHOUSE USE AGREEMENT**

I, \_\_\_\_\_, have read and agree to abide the "Community Area Use Rules" provided to me on \_\_\_\_\_, the Highlands' designated member in charge of taking reservations.

I, understand that I/my group is to pay \$50 "use fee" for up to 3 hours and \$100.00 "Use fee" for 3-6 hours, 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, \$150 security deposit, \$200.00 if using kitchen appliances, by check or money order, made out to "The Highlands" must also be provided 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.

\_\_\_\_\_ I shall be responsible for the conduct of my guests.

(Initial)

\_\_\_\_\_  
Requester's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval Signature

\_\_\_\_\_  
Date

\$ \_\_\_\_\_ / \$ \_\_\_\_\_

Use fee / Deposit Amount Rec'd

\_\_\_\_\_ Date

\_\_\_\_\_ Deposit Amt Refund

\_\_\_\_\_ Date

## 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 and kitchen. 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 to 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 (\$50, non-refundable for up to 3 hours, \$100.00, non-refundable for 3-6 hours) and security deposit (\$150, refundable, \$200.00 if utilizing kitchen appliances) with the completed form. A THI Representative 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 so may result in forfeiture of your security deposit.**

An inspection will be conducted after all private parties to verify these things have been done. A THI Representative will conduct the inspection, accompanied by the Owner/Resident who rented the Clubhouse, if they so desire. After the final inspection and approval, 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 Coffee Klatch, Potluck Suppers, Spaghetti Dinners, Pancake Breakfasts, Thanksgiving and Christmas Dinners, Exercise Classes, 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.