

**COTTAGES AT INNSBROOKE
HOMEOWNERS ASSOCIATION**

CLUBHOUSE RESERVATION FORM

OWNER'S NAME: _____

ADDRESS: _____ **PHONE:** _____

RESERVATION DATE: _____ **TIME: Begin** _____ **End** _____

DESCRIPTION OF EVENT: _____

RESERVATION FEES

There will be a charge of \$75.00. Please make two checks payable to Cottages at Innsbrooke: one for \$50.00 for clubhouse rental and one for \$25.00 for security deposit. The \$25.00 check will be returned to the Owner provided that the Clubhouse is left clean and without any damage.

AGREEMENT FOR RENTAL OF THE CLUBHOUSE

- 1. I will be in attendance during the event and will comply with the Bylaws and the Rules and Regulations for Clubhouse Usage.**
- 2. I will be responsible for any damages to the Clubhouse and its contents during the event that exceed the \$25.00 security deposit.**
- 3. I agree that neither the Cottages at Innsbrooke nor its Board of Directors will be liable for the actions of or any injuries to attendees during the event.**
- 4. I will make certain that all doors to the Clubhouse are unlocked during the event and relocked afterwards.**
- 5. I will require all attendees to park in the Clubhouse parking lot and not on the streets.**

OWNER'S SIGNATURE: _____ **DATE:** _____

Reservation Approved and Checks (2) Received: By: _____ Date: _____

Security Deposit Returned: YES or NO (Circle) By: _____ Date: _____

Check(s) Given to Treasurer for Bank Deposit: By: _____ Date: _____

Clubhouse Usage Rules and Regulations

Cottages homeowners may use the Clubhouse for private parties. To schedule a private party, contact the Clubhouse Chairperson. The private party is to be limited to guests invited by the owner renting the facility and the owner renting the facility must attend the party.

Reserving the Clubhouse

1. Complete and sign a Clubhouse Reservation form.
2. Return the form with two checks to the Clubhouse Chairperson
 - a. A \$50.00 check for renting the Clubhouse is non-refundable
 - b. A \$25.00 check is the security deposit and will be returned once the Clubhouse has been inspected and the following has been verified:
 - i. All trash has been removed
 - ii. All furniture has been returned to the original locations
 - iii. No damage has been done to the Clubhouse or to any furniture or equipment in the Clubhouse
3. Any damage to the Clubhouse, furniture or equipment is the responsibility of the host. It will be repaired or replaced, if necessary, at the expense of the host.

Additional Rules and Regulations

1. Clubhouse reservations are for a maximum of five (5) hours, including preparation and cleanup time. If there are no scheduling conflicts, the Clubhouse may be reserved for a longer period of time upon request.
2. Due to limitations in parking, hosts of parties larger than 25 persons should make carpool arrangements. It is the responsibility of the host to inform guests that parking is not allowed on the street.
3. No wedding receptions or wedding related parties are allowed other than those for an owner or a direct member of his/her family.
4. No children, teenager or young adult parties are allowed.
5. No private parties can be scheduled on holidays. The Clubhouse shall be open to all residents during holidays.
6. The Clubhouse shall be used only for lawful purposes and activities.
7. The Cottages at Innsbrooke HOA reserves the right to deny the use of the Clubhouse for any purpose that potentially interferes with the quiet enjoyment of other owners.