

SANDALWOOD CLUBHOUSE RESERVATION FORM

Date Needed: _____ # of Attendees: _____

Type of Event: _____

Resident: _____

Unit: _____ Phone: _____

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RESERVATION REQUESTS MUST BE DELIVERED TO THE ASSOCIATION OFFICE AT LEAST TEN (10) DAYS PRIOR TO THE EVENT. MAXIMUM PARTY SIZE IS LIMITED TO SEVENTY-TWO (72) PEOPLE DUE TO FIRE DEPARTMENT CAPACITY RESTRICTIONS.

A security deposit (In the form of a check or money order) for \$150 MUST accompany this request. The Clubhouse and kitchen area must be left in the same, or better, condition during the post-function walk through as it was for the pre-function walk through. If left in this condition, the check will be returned to you. If any damage has been done or if additional cleaning is left for our Maintenance person to do, the check will not be refunded and it will be cashed.

You are responsible for your guests' behavior, which includes the following:

1. Parking in unmarked spaces "ONLY". Vehicles will be towed at owner's expense if parked in "Reserved Parking" spaces.
2. No Smoking inside the clubhouse. Smoking must be outside of the building.
3. No TAPE or TACKS on the ceiling and wall areas, or fans.
4. Residents shall not be impeded from using the pool or game room.
5. All areas will be left in a clean and serviceable condition.
(Tables and Bar wiped clean – Trash in the dumpster – Kitchen clean – Restrooms clean – Furniture back in place – Building secure)
6. Use of Alcohol in the Clubhouse is prohibited.
7. Personal items (dishes, etc.) are not to be left in the Clubhouse.

When the clubhouse is reserved, keep in mind that the sliding doors in the clubhouse will NOT be opened. If your function involves the usage of the pool area, you must use the side door. Also, remember that the clubhouse is still available for residents and their guests to use the restrooms and game room during your function.

If illegal activities are observed, the police will be called.

_____ Date Received: _____
Requesting Resident Signature Unit #

Approval Date: _____