

CLUBHOUSE RESERVATION AGREEMENT

Name: _____

Address: _____

Telephone: (h) _____ (w) _____ (c) _____

E-mail: _____

Receipt of \$300.00 refundable Security Deposit (against damages) and a \$150.00 non-refundable usage fee will reserve the clubhouse for four (4) hours or less; \$150.00 Non-refundable usage fee will reserve the clubhouse for the entire day. **The non-refundable check will be deposited immediately.**

Event: _____ Date: _____

Time: _____ to _____ Number of guests (Maximum of 60 persons): _____

I do hereby acknowledge the Rules & Regulations set forth below and I understand that they must be strictly adhered to. Failure to comply will result in the immediate termination of this contract. **Restricted to use of residents for non-profit use only.**

1. All parties must end no later than 11 p.m.
2. I understand that no alcoholic beverages may be served on the premises.
3. The party may not exceed 60 persons.
4. If music is played, it will be kept at a level so as not to interfere with the quiet enjoyment of others
5. Proper parking facilities will be used.
6. Facilities must be cleaned and restored to their original state before leaving, including, but not limited to:
 - ✚ Restroom and kitchen floors must be swept and mopped
 - ✚ Kitchen area must be cleaned.
 - ✚ Carpet must be vacuumed
 - ✚ All trash is to be removed from the facilities, and disposed of with the lessee's normal trash.
 - ✚ **Close and Lock all windows and doors.**
7. All furniture (Sofas, tables, lamps, etc.) is to be returned to original layout per floor plan (please refer to attached floor plan). If the furniture is moved and not returned to original layout, the full amount of the deposit will be subject to forfeiture. **You must schedule a pre-inspection and a post inspection with Eugenia Pledger (757-535-8032) prior to the deposit being returned. Do not wait until the last minute to call her.** If damages do occur, the Association reserves the right to determine the costs of the repair and/or cleaning. Such costs will be deducted from the security deposit.

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8. I understand that I am personally responsible for any damages done to the recreational facilities, or project premises, even if the damages exceed the amount of the security deposit. I also take full responsibility for any damages caused by any of my guests or their invitees.
9. Special permission must be obtained from the Association for any parties involving minors. During such parties there must be an adult present in the clubhouse at all times. Failure for such adult to remain at the clubhouse shall result in the loss of the security deposit.
10. The use of the recreational facilities by any person shall be solely at the risk of that person, and I, the undersigned Lessee, shall protect and hold harmless the owner and project from any claims arising out of the use of the facilities by the Lessee, his family, guest, or anyone allowed on the premises by the Lessee.
11. If the pool/pool area has not been rented by Lessee, the lessee and their guests cannot use the pool or be out on the pool deck.
12. I understand that abuse of any rules set forth above shall result in the loss of the privilege to use the recreational facilities at any future date.
13. The Board of Directors reserves the right to close the facilities in the event the use of the facilities is disorderly. In the event the Lessee refuses to disburse the event, the Lessee will lose the deposit.
14. The Association Manager represents the Board of Directors and has the authority to act on their behalf.
15. **You must return the pre-inspection and post-inspections forms with the signature of the Pool Clubhouse Chairperson that inspected the clubhouse before your security deposit will be refunded. No exceptions!!**

Signature of Applicant: _____ Date: _____

Address: _____

In the event of an emergency you must give a full report to the Association Manager in writing.

If you notice any maintenance or other problems with the Clubhouse or Clubhouse area that needs attention, please contact:

The Select Group, Inc
2224 Virginia Beach Blvd, Suite 201
Virginia Beach, VA 23454
(757)486-0000 fax: (757)486-6988

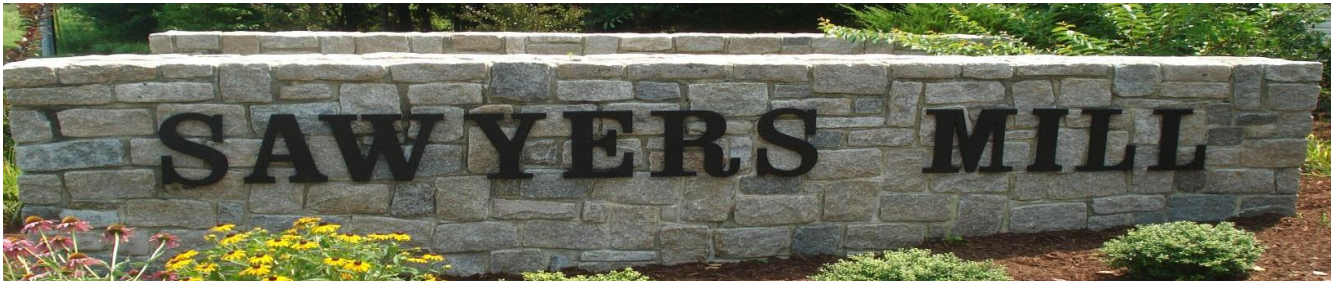
If you prefer e-mail, e-mail addresses for the Sawyer's Mill management team can be found at
www.theselectgroup.us

For Use by the Association Manager or Clubhouse Committee

Date Security Deposit Paid: _____ *Check#* _____ *Date Returned to Owner:* _____

Date Non-Refundable Fee Turned Over to Accounting: _____ *Check #* _____

Signature: _____ *Date:* _____



PRE-INSPECTION FORM

Name: _____ Address: _____

The following Pre-inspection is to be completed before the rental by the party renting the clubhouse and a representative of the Association appointed by the Board for this purpose.

I/we have inspected and found the clubhouse and furniture contained in and around it to be in the following condition.

Please use the following codes while inspecting each item listed. Describe any damage found in the space provided for each item.,

CONDITION CODES:

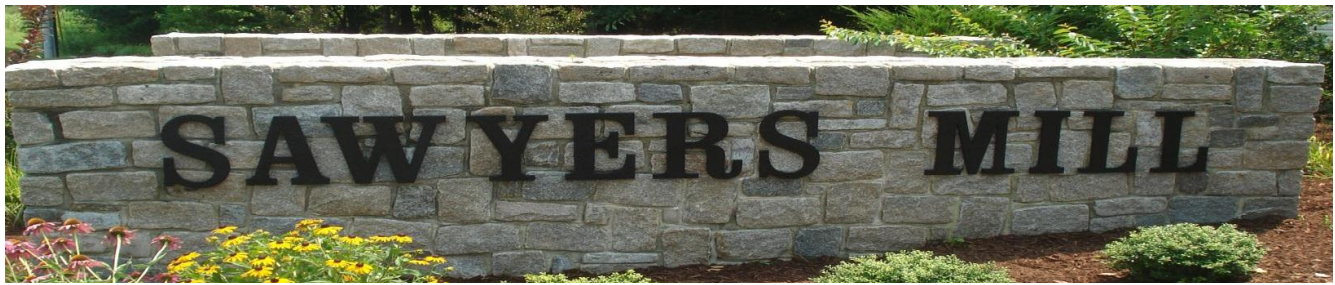
"G"	GOOD CONDITION	NO DAMAGE
"F"	FAIR CONDITION	MINOR STAINS, SCRATCHES, DIRT
"P"	POOR CONDITION	DAMAGED, BROKEN, CUTS/TEARS ETC.

CONDITION CHART CHECK-LIST

ITEM	CONDITION CODE	DESCRIPTION
WINDOWS		
DOOR		
WALLS/RAILINGS		
KITCHEN (ALL FIXTURES, CABINETS AND APPLIANCES)		
BATHROOM (FIXTURES, MIRRORS, TOILETS, BATHROOM FLOORS)		
FURNITURE		
TRASH (ALL TRASH MUST BE REMOVED FROM THE CLUBHOUSE AREA AND CANNOT BE PLACED IN THE TRASH CONTAINER AT CLUBHOUSE)		

I/we hereby agree that the conditions described above existed at the time of our pre-rental inspection of the clubhouse.

 Owner Date Association Representative Date



POST-INSPECTION FORM

Name: _____

Address: _____

The following Post-inspection is to be completed after the rental by the party renting the clubhouse and a representative of the Association appointed by the Board for this purpose.

I/we have inspected and found the clubhouse and furniture contained in and around it to be in the following condition.

Please use the following codes while inspecting each item listed. Describe any damage found in the space provided for each item.,

CONDITION CODES:

"G"	GOOD CONDITION	NO DAMAGE
"F"	FAIR CONDITION	MINOR STAINS, SCRATCHES, DIRT
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CONDITION CHART CHECK-LIST

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FURNITURE		
TRASH (ALL TRASH MUST BE REMOVED FROM THE CLUBHOUSE AREA AND CANNOT BE PLACED IN THE TRASH CONTAINER AT CLUBHOUSE)		

I/we hereby agree that the conditions described above existed at the time of our post-rental inspection of the clubhouse.

_____ _____
 Owner Date Association Representative Date