

**Gateway Estates Park Condominium Association**  
**35250 SW 177<sup>th</sup> Court**  
**Florida City, FL 33034**  
**Tel: 305-247-8500 Fax: 305-247-8530**  
**gatewaystatesoffice@yahoo.com**

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**CLUBHOUSE RESERVATION AGREEMENT – R.8.2022**

Name of User \_\_\_\_\_ Unit No. \_\_\_\_\_  
Telephone \_\_\_\_\_ EMAIL Address \_\_\_\_\_

**Name of Unit Owner if not same as user** \_\_\_\_\_

Date of Event \_\_\_\_\_ Type of Event \_\_\_\_\_ #

of Guests \_\_\_\_\_ (50 maximum)

Time \_\_\_\_\_ (not to exceed four hours)

**A \$100 security deposit must be received at the management office at least ten business days before the event to secure date.**

Restrictions & General Conditions

- The clubhouse may be reserved by owners and registered tenants to celebrate with their family, special occasions such as a birthday, wedding, graduation, communion, bar/bat mitzvah, confirmation, christening, etc.
- The clubhouse may be used by the Association and its volunteers to organize special events for residents, to celebrate holidays and other special adult and kids' events.
- **The clubhouse may not be used for events such as religious instruction or bible study because these types of events are not considered "all inclusive" or in other words are events that would only appeal to a particular group of residents.**
- **The clubhouse may not be used to sell, promote or market products such as Tupperware, Avon, etc. The clubhouse (or pool) may not be used to offer and conduct classes or instruction for a fee or monetary donation.**
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- **If a tenant is reserving the Clubhouse, the Association must have a copy of the tenant's current lease on file.**
- Unit owners delinquent in the payment of dues are suspended from using the clubhouse. Tenants may not use the clubhouse if their landlord/owner is delinquent in the payment of dues.
- The clubhouse is available Monday through Sunday, excluding holiday weekends, for no more than **four hours**, between the hours of 9:00 am to 9:00 pm. The Clubhouse must be cleaned and closed by 9:00 pm.
- The unit reserving the clubhouse must provide their guests with their unit number for gate access.
- **The pool is never included for reserved use, but if used, all pool rules as posted on the pool signage must be observed.**
- **Bounce houses are not allowed.**
- **No pets are allowed in any area of the Clubhouse or pool.**
- **Smoking and alcohol are prohibited in the Clubhouse.**

- The clubhouse must be left in “broom clean” condition which means that it should be restored to the condition in which it was when it was turned over to the person signing the contract.
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- The person signing the contract is responsible for bringing trash bags and paper towels. The counters and tabletops are to be wiped clean, the carpet vacuumed, trash and recyclables collected and removed, furniture returned to its original location, and bathrooms and kitchen, including appliances, cleaned. **The barbecue, if used, must be cleaned thoroughly.** If the Clubhouse is not left in an acceptable condition, the \$100 deposit will **not be returned** and will be used as a cleaning fee.
- **The keys to the Clubhouse should be picked up at the office at least three days prior to the party.** Immediately after the event as possible, the keys should be dropped in the mail slot on the office door.
- The user is responsible for fully securing the Clubhouse at the end of the function. This requires that all lights are turned off, and all windows and doors (including the kitchen and restroom doors) are secured and locked.
- The user must comply with any and all governmental statutes, regulations and ordinances including requirements concerning fire safety.
- The user agrees to indemnify, defend and hold harmless the Gateway Estates Park Condominium Association, Inc. from any liability in connection with, or resulting from, the use of the Clubhouse and pool, including but not limited to, damage to person or property.
- The user will not use the Clubhouse for any purpose prohibited by law.
- Decorations are permitted inside the clubhouse only but stapling, nailing, tacking or any other method of attachment, which would leave marks on the wall, is not permitted. Any damage resulting from decorating will be deducted from the security deposit.
- The user is responsible to assure that the guests will conduct themselves in a proper fashion and in a manner that will not disturb the use of the Association facilities, including limited common elements and common elements.
- All guests of the user are to park their vehicles only in the parking area assigned to the Clubhouse in the designated areas. Parking in any other area is prohibited.
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- **If the Clubhouse is being used for a children’s party (18 years of age or younger) the user agrees to ensure there will be a minimum of one (1) adult per seven (7) children in attendance.**
- There is no penalty for cancellation, however please be considerate of other residents and give prompt notice so that the time slot may be filled by someone on the waiting list.

I acknowledge receipt of copy of this agreement and agree to abide by the terms contained herein. Further, I agree to personally indemnify and hold harmless the Gateway Estates Park Condominium Association, Ltd. from all damage, injury and liability caused or resulting from my use and/or my guest’s use of the Clubhouse, pool and pool areas.

I agree to abide by all the rules and regulations established by the Clubhouse Reservation Agreement and the governing documents of the Gateway Estates Park Condominium Association, Inc. and will ensure that my guests abide by those rules and regulations.

I understand that any damages will be considered to have been caused solely by me or my guests' use of the facilities and that I will be responsible for the cost or repair/replacement of such damaged items and for the restoration of the facility to the same conditions as it was prior to when I used the facilities for my function.

**I further understand that the \$100.00 security deposit previously given to the Association may be used to cover the cost of such damage and any additional cost or Failure to pay the full amount of the damages shall constitute a lien on my property to the extent that the cost of damage remains unpaid.**

I have inspected the furnishings, carpet, tables and chairs in the Clubhouse prior to signing this document and have found no items damaged unless otherwise noted below.

The undersigned acknowledges that Gateway Estates Park Condominium Association is not a host, nor will it participate in any manner in the use of the Clubhouse facility.

I agree to take full and complete responsibility in ensuring that the Clubhouse is properly secured and locked immediately after the function.

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature of User

Below this line for office use

\_\_\_\_\_

**Check # \_\_\_\_\_ in the sum of \$100 to cover the security deposit was received on \_\_\_\_\_.**

Gateway Estates Park Condominium Association, Inc.

**By: \_\_\_\_\_ Date: \_\_\_\_\_**