

CLUBHOUSE FEE WAIVER APPLICATION AND USE AGREEMENT

This Clubhouse Fee Waiver Application and Use Agreement (“Agreement”) is entered into between _____ (“Applicant”) and Ravensway / Saracen Park Home Association (“Association”) for use of the Association clubhouse. Submission of this application does not guarantee approval of a fee waiver, reservation, or recurring use; all requests are subject to Board review and approval. Once approved by the Board, this document also serves as the binding Use Agreement governing the Applicant’s use of the Clubhouse.

1. APPLICANT INFORMATION

Individual or Organization Name	Date of Application
Primary Contact Person	Phone Number
Address	
Email Address	

2. ACTIVITY INFORMATION

Name of Activity, Program, Meeting, or Event	
Description of Activity	
Estimated Attendance	
Will any fees be charged to participants? ☐ No ☐ Yes — describe below	
If Yes, Describe	

3. RESERVATION REQUEST

Type of Request ☐ One-Time Use ☐ Recurring Use	
If One-Time: Requested Date and Time	If Recurring: Requested Schedule (e.g., every Monday, 6:00–7:00 p.m.)
Recurring Period — Beginning Date	Recurring Period – Ending Date
<i>Recurring reservations may not be approved beyond the maximum advance reservation period established by Association policy; see Section 9 regarding future use.</i>	

4. COMMUNITY BENEFIT

How does the proposed activity benefit Association residents?	
Is participation open to residents? ☐ Yes ☐ No ☐ Primarily Residents ☐ Residents & Non-Residents	
Please Explain	

5. VOLUNTEER CONTRIBUTIONS (OPTIONAL)

If the Applicant, organization, or participants provide volunteer service, community projects, educational programming, or other contributions benefiting the Association, describe below.

Description of Volunteer Service, Projects, or Programming	
Estimated Volunteer Hours Annually (if known)	Proposed Projects or Services (if known)

Volunteer contributions described here may be considered by the Board when evaluating this request but do not create a contractual obligation unless separately agreed to in writing.

6. COMPLIANCE, CLEANING, AND DAMAGE RESPONSIBILITY

Applicant agrees to comply with all Association governing documents, clubhouse rules and regulations, any conditions imposed by the Board or management, and all applicable laws and safety requirements — and shall ensure that all participants, guests, volunteers, instructors, and other attendees do the same.

Unless expressly waived in writing, Applicant is responsible for cleaning the clubhouse after use — including all floors, restrooms, and trash removal, and returning furniture and equipment to their original locations — and for leaving the facility in substantially the same condition in which it was received. A fee waiver does not waive cleaning responsibilities.

Applicant is responsible for damage to the clubhouse, its furnishings, fixtures, or other Association property caused by the Applicant, participants, guests, vendors, or invitees.

If cleaning is inadequate or damage occurs, Applicant agrees to reimburse the Association for reasonable restoration or repair costs (e.g., janitorial services, carpet or floor cleaning, trash removal, or repairs) within 14 days after written notice from the Association.

7. COMMERCIAL OR FEE-BASED ACTIVITIES

If the activity involves instruction, classes, admission or participation fees, sales, or another commercial component, Applicant acknowledges that approval may be based on the Board's determination that the activity provides a meaningful benefit to residents, does not create an exclusive right to use the facility, and may be limited in duration or scope. The Association may impose additional conditions, such as proof of insurance, licensing, or limits on frequency or attendance.

8. INSURANCE AND LIABILITY

The Association may require proof of insurance for any activity or event. To the fullest extent permitted by law, Applicant agrees to indemnify, defend, and hold harmless the Association, its directors, officers, committee members, managers, employees, agents, and volunteers from any claims, damages, injuries, losses, liabilities, costs, or expenses arising from or related to Applicant's use of the clubhouse.

9. REVOCATION AND NO ENTITLEMENT TO FUTURE USE

The Association may suspend, revoke, or decline future reservations or fee waivers for failure to comply with Association rules, failure to complete required cleaning, property damage, misrepresentation, repeated complaints, liability or operational concerns, or other conduct the Board determines is contrary to the Association's best interests.

Approval of this Application does not create an entitlement to future reservations. Approval of recurring use applies only to the specific dates and period approved; future requests must be separately submitted and approved, and the Association may modify reservation limits, fee waiver criteria, or clubhouse policies at any time.

10. APPLICANT CERTIFICATION

I certify that the information provided in this Application is true and accurate, and that I have read this Agreement and agree to comply with all terms and conditions contained herein.

Applicant
Signature

Date

Printed Name

Title
(if applicable)

BOARD USE ONLY

Fee Waiver Status	☐ Approved	☐ Approved with Conditions	Fee Waiver Type	☐ Full Waiver	☐ Partial Waiver
	☐ Denied			☐ Reduced Rate	

Recurring Use
Approved

☐ Yes ☐ No

Approved
Period

Beginning:

Ending

Special Conditions

Approved By

Date

Title