



## **CLUB HOUSE RESERVATION CONTRACT**

**Resident Reserving Club House: (Must be Present at Function)**

Name: \_\_\_\_\_ Unit #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Day: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Nature of Function: \_\_\_\_\_

Number of Guests Expected: \_\_\_\_\_ # Residents \_\_\_\_\_ # Non-Residents \_\_\_\_\_ #

### **CLUB HOUSE RESERVATION CONTRACT**

1. Only the second floor of the Club House can be reserved for private functions.
2. Koko Isle residents may not use the second floor of the Club House during a reserved private function unless they are invited guests of the function.
3. Clean up, which must be completed immediately following the function includes, but is not limited to: cleaning of appliances, counter tops and sink; putting away tables and chairs, emptying all trash containers, sweeping/mopping of all floors; turning off all lights.
4. A security deposit (check) in the amount of \$100.00 shall be included with a reservation application for a private function. This deposit is refundable at the discretion of the Resident Manager after inspection for proper clean up, property damage and for compliance with the rules and restriction. The cost of the clean-up or a damage which exceeds the security deposit, shall be charged to the responsible resident at the rate of \$100.00 per hour.
5. Club House facilities and the equipment therein shall be used at the risk of the user. The association takes no responsibility for injury to those using the facilities nor for any loss or damage to personal property.
6. Parking in "Reserved Parking" stalls, tandem parking and double parking is not allowed. The Resident Manager reserves the right to require valet parking for functions exceeding forty (40) Guests.
7. The Club House is available from 9:00am to 9:00pm. Sunday through Thursday and 9:00am to 10:00pm Friday, Saturday and the day before holidays.

**\*It is reserved for Board of Directors meetings and closed for one (1) party to reserve on July 4<sup>th</sup>, December 25<sup>th</sup> and January 1<sup>st</sup>**

**Specifically Prohibited Practices/Uses:**

1. Admission fees to attend functions.
2. Amplified Music! Background music only on low.
3. Boisterous or unseemly conduct.
4. Serving alcoholic beverages to anyone under the legal age of 21 years.
5. **The downstairs area swimming pool, lounge & lawn is NOT available for persons attending a private function in the upstairs Club House.**
6. Use of the exercise room and sauna by guests of private functions.
7. Use of the lower lanai area is not for private functions, and closed after 9:00pm.
8. Dragging tables and chairs across the painted floor of the Club House.
9. Exceeding the posted Maximum Capacity allowed for the second floor.
10. Parking in "Reserved Parking" stalls, tandem parking and double parking.
11. Smoking anywhere on or near the Club House

I, the undersigned Resident, am the Responsible Person for the above stated function, and understand and agree to comply fully with the rules and restrictions as stated above, to inform my guests of same, to be responsible for their compliance and to wave any liability to the Association that may occur from my reservation of the facility.

Name (signed): \_\_\_\_\_

Name (printed): \_\_\_\_\_

Date Signed: \_\_\_\_\_

-----**Office Use Only**-----

**Deposit Receipt:**

I, \_\_\_\_\_, hereby acknowledge the receipt of check number \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ as a Security Deposit for the reservation of the Club House as first written above.

Resident Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**Deposit Return:**

I certify the I have this date returned the Security Deposit (check one)

All \_\_\_\_\_ in part \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

to (Name) \_\_\_\_\_, (Unit) #: \_\_\_\_\_

Resident Manager: \_\_\_\_\_ Date: \_\_\_\_\_