



## Clubhouse Reservation Request & Agreement

*Reservations may only be made by owners in Fox Glen, not tenants. If renting, please have the owner of the property complete, sign, and return this form.*

**Submit Completed form via email to: [masterhoa@foxglen.org](mailto:masterhoa@foxglen.org)**

**Owner Name:** \_\_\_\_\_

**Owner Address:** \_\_\_\_\_

**Owner Phone:** \_\_\_\_\_

**Owner E-Mail:** \_\_\_\_\_

If this is for a Tenant, please provide Tenant contact Info:

Tenant Name: \_\_\_\_\_

Tenant Phone: \_\_\_\_\_

Tenant e-Mail: \_\_\_\_\_

**I would like to reserve the Social Rooms of the Fox Glen Clubhouse for:**

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

**Event:** \_\_\_\_\_

**Time of Event:** \_\_\_\_\_ until \_\_\_\_\_ (allow time for set up and cleaning)

If you need to set up night prior, please indicate what time you will need access by: \_\_\_\_\_

**Please read and initial beside each statement:**

\_\_\_\_\_ I understand that this reservation is made by me, an owner in Fox Glen, inviting any outside persons or groups for social activity.

*An Official of the Board may, at any time during the event, enter the clubhouse.*



\_\_\_\_\_ I understand that a \$25.00 fee made payable to **FOX GLEN MASTER ASSOCIATION** is required prior to the date of event. (*NOTE: A 48-hour notice is required for any cancellation of a reservation.*)

\_\_\_\_\_ I understand that I am responsible for any damages that may occur to furniture and equipment. The premises will be left in original condition, in good order, and *CLEAN*. I will remove all leftover food/ice/trash from the property. All decorations and any method of attachment are to be removed and returned to original condition.

\_\_\_\_\_ I understand that this rental does **NOT** include the pool or fitness areas.

\_\_\_\_\_ I understand that there is **NO** Smoking or Vaping in the Social Rooms, Decks or Clubhouse.

\_\_\_\_\_ I understand that I must clean the clubhouse and remove all trash after use, if I neglect to do so a cleaning fee can be assessed. Minimum fee \$150.00

**Please indicate any additional Tables or Chairs that will be needed:**

\_\_\_\_\_ Rectangular Folding Tables – 3' x 6' Size (6 Max)

\_\_\_\_\_ Folding Chairs (30 Max)

\_\_\_\_\_  
**Owner Signature**

\_\_\_\_\_  
**Date**

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**APPROVAL:**

**Approved By:**

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**Signature:**

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**Date:**

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**Clubhouse Keys Pickup:**

Name, Pickup Date & Signature

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FGMA Representative Name, Signature & Date

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**Clubhouse Keys Return:**

FGMA Representative Name, Signature & Date

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