

# THE VILLAGE AT UNIVERSITY HEIGHTS HOA

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Managed by  Sterling Real Estate Management

## Clubhouse Reservation Form

A refundable deposit of \$250.00 is required at the time of reservation. This reservation includes; clubhouse room, tables and chairs for the duration of time the reservation is made for. The deposit will be returned after the event is completed and a walkthrough is done by the property manager. If damage is inquired the deposit will not be returned.

Resident/Sponsor Name:

\_\_\_\_\_

Resident Address:

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Event Type:

\_\_\_\_\_

Date of Event: \_\_\_\_\_

Time: From: \_\_\_\_\_ to: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Signature of Resident/Tenant: \_\_\_\_\_

Resident/Tenant Name (Print): \_\_\_\_\_

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

## For Management Use Only

Resident Status:

\_\_\_\_\_

Deposit Received: \_\_\_\_\_ Check Number: \_\_\_\_\_

Event Placed on Calendar: Yes/No

Post Event Inspection Completed by:

\_\_\_\_\_

Deposit Refunded: Date: \_\_\_\_\_ Amount: \_\_\_\_\_