



Bayou Rouge Condominium Association, Inc. Clubhouse Reservation Form

Name: _____ Phone: _____

Unit #: _____ Function: _____

Date Reserved: _____ Time: _____ Til: _____ (Note: Curfew 11pm)

Clubhouse Reservations may be scheduled by current residents by scheduling a date on our website and submitting this completed form by email. A reservation is considered approved once the HOA Manager has received the completed Clubhouse Reservation form and the \$150 certified funds payable to **Bayou Rouge Condominium Assoc. Inc.** or payable by or by Zelle® to BayouRougeCondos@gmail.com.

Security Deposit/Cleaning Fee/Inspection: A door access code will be provided the day before the reservation event and deleted the day after the reservation event. HOA Manager will conduct an Initial & Final Walk-Thru. A \$50 cleaning fee is charged and the remaining \$100 is refundable as long as the HOA Manager determines there are no damages upon final inspection. All party debris must be removed and all general inventory must be returned to its original position prior to HOA Manager final inspection. **Important:** Fold & Stack Chairs & Tables in Closet in Same Order and Do Not Block Breaker Box. Return Living Area Furniture/Accessories to Original Positions

Actual Costs: If there is any damage from the scheduled event, the resident reserving the clubhouse will be responsible for any actual repairs, extra labor or extensive cleaning costs, all to be withheld from the security deposit with the balance due upon receipt when presented with an invoice upon final inspection.

Use Restrictions/Fire Code: **Guest Limited to 50 People. Stove/Oven Is Available For Limited Use (Reheating). Fire Extinguishers are located on Kitchen Wall and in Mens/Ladies' Bathroom Cabinets, First Aid Kit (in Closet).** The resident reserving the Clubhouse must be present and responsible for their guests at all times for this event. Parking is limited to the guest parking along the front fence line, excluding the mailbox area and reserved handicap parking in front of the clubhouse. Smoking and pets are not permitted in the Clubhouse. The Clubhouse is for personal use only. **Our insurance prohibits business or organizational use.** Recurring reservations may not be scheduled in advance. The Clubhouse usage limitations are intended to promote fair availability to all residents for their personal use and availability for Bayou Rouge board meetings and holiday events.

General Inventory: Folding Chairs (6), Stackable Meeting Chairs (11), Large Dining Table w/6 Brown Leather Chairs, Small Dining Table w/2 Wooden Chairs, 4' White Resin Tables (4), 8' Brown Table (1), Bar Stools-3, Deputy Snacks & Refrigerator Food/Drinks Inventory, Electronics & Remotes Inventory: 65" Samsung TV & Remote, Cox Cable Mini-Box & Remote, Electric Fireplace Insert Heater & Remote, Fire Extinguishers are located on Hallway Wall By Men's/Ladies' Bathroom, First Aid Kit (in Closet), Kitchen Disposal (Push Button) Careful not to clog with greasy items. 7 gal Hot Water Heater in Kitchen Cabinet. (16 Extra Folding Chairs Available in Shed)

I agree to these Bayou Rouge Condominium Association, Inc. Clubhouse Reservation conditions:

Signed: _____ Date: _____

Satisfactory Inspection: Yes or No Inspection Date: _____ Deposit Returned: Yes or No Date Returned: _____