

## 6000 Penn Clubhouse Reservation Form

\*\*\*\*\*All homeowner dues **MUST** be **CURRENT** prior to leasing the Clubhouse!\*\*\*\*\*

Reservations may be made by Homeowners or Author tenants only and may not be made for consecutive days.

Reservation Date: \_\_\_\_\_ Type of Function: \_\_\_\_\_

Time Requested (from) \_\_\_\_\_ (to) \_\_\_\_\_ Number of Guests \_\_\_\_\_

Name of Resident making reservation \_\_\_\_\_ Unit # \_\_\_\_\_

(The resident making the reservation **must be in attendance** during the entire event and is responsible for all of their guests. Pets are prohibited from the Clubhouse!)

Telephone Numbers:

(home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

### COSTS and DETAILS

If there are any vehicles parked in the "fire lane" (painted in red) or there are any vehicles parked in unauthorized covered parking, **these vehicles will be towed at the owner's expense!** Please note, the swimming pools are NOT included in the clubhouse lease arrangements nor are any of the surrounding lawn areas included.

In order to avoid the forfeiture of the deposit, the leasing party must clean the clubhouse. This is to include, but not limited to, the emptying of all trash cans, cleaning kitchen and bathrooms and appropriate counters, vacuuming the carpet, and mopping all other floors. Return furniture to its original position, turn off all lights (except the porch light) and reset the thermostat to its original setting.

SMOKING IS NOT ALLOWED IN THE CLUBHOUSE. The doors should remain closed during the entire leased event and the leasing party as well as their guests should remain inside the clubhouse so as not to disturb any residents. Contact the office for a gate code for the leased event-- NEVER post your gate code at the entrance. Contact the office for the location of the vacuum cleaner and cleaning supplies. If the deposit does not cover the clean-up costs or the damage costs, the leasing resident will be charged the difference. This amount must be added to their next recreation association dues payment.

When leaving the event, the attendees are asked to please keep the noise level to a minimum as to not disturb the nearby residents. If there is a complaint regarding noise, THE DEPOSIT WILL BE FORFEITED!

If a resident/owner forfeits their deposit, the forfeiting resident's future leasing deposit will be increased to \$300.00.

**I HAVE READ AND UNDERSTAND THE RULES AND VIOLATIONS THAT WILL RESULT IN THE FORFEITURE OF THE DEPOSIT AND POSSIBLE ADDITIONAL FEES. IN ADDITION, I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THIS AGREEMENT.**

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