

## Spyglass Hill Recreation Room Reservation Form

Name \_\_\_\_\_ Owner \_\_\_\_\_ Tenant \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Date of Event \_\_\_\_\_

Hours Needed \_\_\_\_\_ Function Planned \_\_\_\_\_

Number Attending Adults \_\_\_\_\_ Children \_\_\_\_\_ Total \_\_\_\_\_

\$50.00 Per Event Use Fee                      \$ \_\_\_\_\_

\$250.00 Security Deposit                      \$ \_\_\_\_\_

TOTAL PAID                      \$ \_\_\_\_\_

1. I have read and understand the Recreation Center Rules. I understand that a violation of any of these rules may result in an immediate and automatic forfeiture of the security deposit and that damage to the facility or theft of Association property will result in further expenses, and that I may be billed amounts, in addition to the forfeited security deposit, for any damage caused.

Initial \_\_\_\_\_

2. I also understand that events for minors require full time supervision by the person who reserved the facility. I further understand that no alcoholic beverages may be served at any event.

Initial \_\_\_\_\_

3. I understand that the Recreation Center facilities are not handicap accessible and it is my responsibility to provide reasonable accommodations to any of my guests that may require assistance.

Initial \_\_\_\_\_

4. I understand that the Association is not responsible for security at events held at the Recreation Center.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**PLEASE ALSO READ AND SIGN THE FOLLOWING RULES AND INVENTORY**

## SPYGLASS HILL RECREATION CENTER RULES AND CONDITIONS FOR USE

1. Reservation of the recreation room is allowed only for members in good standing of the Homeowners' Association and tenants occupying units at Spyglass Hill. Reservations CANNOT be made for third party functions. The person reserving the recreation room must sign the application form and the rental fee/deposit checks and will be responsible for any damages. The person reserving the recreation room must be in attendance at the function.

Initial \_\_\_\_\_

2. Commercial ventures or any function which requires an admission charge or involves the sale of goods or services is strictly forbidden by the CC&Rs. This applies even if only to defray costs of the event. The only exception shall be if the event is sponsored by the Homeowners' Association and authorized by the Board of Directors.

Initial \_\_\_\_\_

3. Fire Regulations and parking limitations dictate that event attendees be limited to no more than 50.

Initial \_\_\_\_\_

4. Reservations are for the use of the recreation room and upper sun deck only. The use of the pool, spa and saunas is specifically excluded in this agreement.

Initial \_\_\_\_\_

5. The reservations calendar and log are kept by the Property Supervisor in the maintenance office in the recreation building. Office # is 461-8660.

Initial \_\_\_\_\_

6. Applications must be accompanied by the rental fee of \$50.00 and a security deposit of \$250.00. Reservations will be on a first-come-first-served basis. No verbal agreement will be binding. Any application not approved will be returned with an explanation as to why approval was not granted. In a similar manner, any assessment for damages or cleaning

will be made at the determination of the Board. Assessments for amounts in excess of the deposit will be as provided in the CC&Rs.

Initial \_\_\_\_\_

7. Rental fee and security deposit checks will be deposited and cleared to the Association's account prior to the release of the recreation room key. The security deposit will be promptly refunded after the satisfactory inspection of the Premises and after it has been confirmed that no violation of these rules has occurred during the event. The security deposit will be automatically forfeited if there is a violation (for example, use of the pool facilities, alcohol, etc.) even if there is no associated damage to the facilities.

Initial \_\_\_\_\_

8. Residency of tenants applying to reserve the recreation room will be verified in advance of approval. Verification will be made through the Homeowner.

Initial \_\_\_\_\_

9. All clean-up arrangements will be the responsibility of the person making the reservation. Clean-up should commence at the conclusion of the event and under no circumstances remain incomplete after 9:00 a.m. the following day. Failure to comply may result in forfeiture of the deposit and/or the employment of maintenance staff at the expense of the person that reserved the room.

Initial \_\_\_\_\_

10. No alcohol or other serious stain producing beverage may be served or used at events held in the recreation room.

Initial \_\_\_\_\_

11. All events held in the recreation room shall be conducted in such a manner as to not infringe on the rights of other residents.

Initial \_\_\_\_\_

12. Caution all guests to park in designated "guest" spaces. Cars parked in residents numbered spaces or other illegal areas will be towed at the car owner's expense.

Initial \_\_\_\_\_

13. Activities for children or teenagers must be properly chaperoned by the adult resident responsible for the reservation. Chaperone is defined as "FULL TIME SUPERVISION BY THE RESPONSIBLE ADULT WHO MADE THE RESERVATION."

Initial \_\_\_\_\_

14. Smoking is not permitted anywhere in the recreation building or on decks adjacent to the Recreation Room.

Initial \_\_\_\_\_

15. No candles or other live flame devices (kerosene lamps, etc.) shall be used as a form of lighting or other illumination. The only exception shall be birthday candles on a cake properly managed by a responsible adult.

Initial \_\_\_\_\_

I have read and understand the Rules set forth above and acknowledge that a violation of the Rules may result in automatic forfeiture of the security deposit and that I may also be responsible for additional damages.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## Recreation Room Inventory

1. 24 Upholstered Chairs
2. 5 Wooden Parquet tables
3. 1 sofa w/ 4 throw cushions
4. 2 matching love seats w/ 2 throw cushions each
5. 2 wooden parquet end tables
6. 2 end table lamps w/ shades
7. Fireplace andirons, brush, shovel, stand, ash bucket and grate.
8. 2 large folding banquet tables
9. 1 roll around coat rack
10. 4 halo track lights (white)
11. 2 halo track lights (black & silver)
12. 2 large levelor blinds on rear deck windows
13. 5 Large Round outdoor tables w/glass tops
14. 1 small outdoor table w/ glass top

I have received a copy of the inventory of fixtures contained in the Spyglass Hill Recreation Room. In the event of damage and/or theft of any items contained in this list, I assume full responsibility for the replacement costs of same.

Homeowner or Resident Signature \_\_\_\_\_ Unit # \_\_\_\_\_

Date \_\_\_\_\_