

RESIDENT REQUEST FOR CLUBHOUSE RESERVATION

NAME _____

ADDRESS _____

PHONE# _____

DATE REQUESTED _____

BEGINNING TIME _____ ENDING TIME _____

PURPOSE FOR CLUBHOUSE USE _____

NUMBER OF PEOPLE ATTENDING _____ ALCOHOL SERVED Y/N _____

CLUBHOUSE USE RULES

In order to protect the non-profit status of the Club House and the Homeowners Association, the following requirements must be met/adhered to when requesting of using the Club House:

- 1. All requests must be made by and for homeowners in Collier Club**
- 2. The following areas are EXCLUDED from being reserved for private parties:**

Pool Area, Billiard/Pool Room, and Exercise Room

- 3. If a request for a function is granted, the following rules apply:**

Any paper products to be used by/for the function must be supplied by the person(s) requesting the function. Normal Club House paper supplies may not be used (towels, plates, napkins, etc.)

Tablecloths must be supplied by the person(s) requesting the function

Food and beverages may be placed in the Clubhouse ONLY on the day of reservation

Parking – the person reserving the Club House is responsible for ensuring Vehicle parking remains on the paved portions of the parking area.

- 4. Specific Restrictions**

The Club House is a non-smoking facility

Animals (except for handicap aid) are prohibited in the Club House

5. The Board of Directors may waive or modify these rules at any time.

6. The Property Manager may request a list of invitees before approval is granted and has final approval authority.

Classes of Reservations

SOCIAL EVENTS – no deposit or fee is charged. On-going activities must be posted on the Collier Club calendar via notification to the Advisory Board.

RESIDENT ONLY EVENTS - A DEPOSIT IS REQUIRED AT TIME OF SIGN UP. THE DEPOSIT IS CURRENTLY \$150.00. THE DEPOSIT WILL BE RETURNED UPON INSPECTION BY THE PROPERTY MANAGER OR DESIGNATED REPRESENTATIVE. *IF THE PROPEERTY MANAGER OR HIS/HER AGENT DETERMINES THAT ADDITIONAL CLEANING IS REQUIRED, THE DEPOSIT (OR A PORTION THEREOF) MAY BE RETAINED TO OFFSET ADDITIONAL CLEANING EXPENSES. IF THE EVENT IS CATERED, THE RESIDENT MUST PURCHASE THE ALCOHOL OR PRESENT AN INSURANCE POLICY COVERING THE EVENT.*

PRIVATE EVENTS - A FEE OF \$300.00 WILL BE CHARGED FOR PRIVATE PARTIES IN ADDITION TO THE \$150.00 DEPOSIT. *IF THE PRIVATE PARTY HAS ALCOHOL PURCHASED BY AND SERVED BY AN OUTSIDE VENDOR. THE PERSON RESERVING THE CLUB HOUSE WILL BE REQUIRED TO PRESENT AN INSURANCE POLICY COVERING THE EVENT.*

VIOLATION OF EITHER OF THE TWO ITEMS IMMEDIATELY ABOVE WILL RESULT IN THE HOMEOWNER BEING DISALLOWED RESERVING THE CLUB HOUSE FOR A MINIMUM OF ONE YEAR.

CLUBHOUSE CLEAN-UP REQUIREMENTS

1. VACUUM RUGS.
2. WASH TABLES.
3. MOP ALL TILED SURFACES.
4. CLEAN OVEN AND MICROWAVE.
5. EMPTY AND CLEAN REFRIGERATOR.
6. BAG AND REMOVE ALL GARBAGE FROM THE CLUBHOUSE PROPERTY.
7. TURN OFF ALL LIGHTS AND FANS.
8. *BE SURE ALL DOORS AND WINDOWS ARE LOCKED.*

Cleaning supplies are in the closed in the pool room and kitchen cabinets.

ANY DAMAGE NOT CONSIDERED NORMAL WEAR AND TEAR WILL BE THE RESPONSIBILITY OF THE PARTY RESERVING THE CLUBHOUSE.

I have read and understand the Rules governing the use of the Clubhouse (Signed/Date)

SUBMIT COMPLETED FORM TO AN ADVISORY COMMITTEE MEMBER

Property Manager Approval and Date _____