

**CLUBHOUSE LIBRARY/KITCHEN AREA RESERVATION FORM**

The library and kitchen area(s) may be reserved when the following conditions are met:

- 1) Requested date and time is available.
- 2) Request is made prior to one week before the event date.
- 3) Event is to be private and not for profit, fund raising or sales of any kind unless sponsored by Surfside III COA.
- 4) Confirmation of receipt of a \$250.00 cleaning deposit in the form of a check or money order made out to Surfside III, COA. Cash is not accepted.

**WALK-THRU INSPECTION**

An inspection will be done on the day before the event by the applicant and a representative of Surfside III to note any damage to the library and/or kitchen area(s) that the applicant will not be responsible for after use. Any damage should be noted on page 2 of the reservation agreement.

**CONDITIONS OF USE**

- 1) Clubhouse library and/or kitchen area(s) may not be reserved on behalf of any other party.
- 2) The resident reserving this venue for this event must be present throughout the event and is responsible for all invited/uninvited guests attending the event.
- 3) Use is restricted to the kitchen and/or library area(s) inside the clubhouse facility and does not include the pool area, pool tables, game tables and fitness center.
- 4) There will be no outside advertising or open invitation to the general public.
- 5) The resident reserving the kitchen facilities – refrigerator, microwave etc., is responsible for supplying their own cooking, serving, and cleaning supplies.
- 6) Noise and music must be kept to a reasonable level.
- 7) All decorations and trash from the Clubhouse reserved space(s) must be removed upon completion of event.
- 8) The premises must be left in the same condition as existed prior to use.

**PARKING**

With the limited Surfside III parking the resident reserving the Clubhouse library and/or kitchen area (s) is responsible for their guests' parking in a manner to not interfere with other residents' parking spaces.

**CLUBHOUSE LIBRARY/KITCHEN MUST BE CLEANED AND VACATED BY 8:45 P.M.**

The undersigned agrees to hold Surfside III COA harmless from any lawsuit arising from activities connected with reserving the Clubhouse library and/or kitchen area(s) for resident's use.

Resident's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE RECORD**

APPLICATION TO RESERVE:

The Surfside III COA Clubhouse library and/or kitchen area(s) for personal use.

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Deposit received: \_\_\_\_\_ Deposit returned: \_\_\_\_\_

Date of event: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Venue reserved: ( ) Kitchen ( ) Library

Walk-thru date and time: \_\_\_\_\_

Damage noted:

Signatures of parties present at walk-thru:

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

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