

Date _____

Sabino Vista Hills Neighborhood Association

Clubhouse Rental/Reservation Request Form

Name of Person (Applicant) requesting the event _____

Phone Number _____ Lot Number _____ Cell phone: _____

Address: _____

Email address: _____

***Note: For tenants requesting to rent the clubhouse the consent of the OWNER is required. Please complete below and have the owner sign.**

Tenant Permission

I, _____, as owner of Lot # _____, address _____ consent to the rental of the clubhouse facility by my tenant per their request.

Owners Current Residing Address: _____

Phone Number: _____

Email Address: _____

Owner Signature

Date

I understand that if the clubhouse is damaged in any way then I will be assessed the amount for the damages.

Date of Event _____ TIME OF EVENT _____

Number of people expected _____ Estimated # of Vehicles _____

Nature of event _____

Clubhouse Reservation Rules and Regulations

The Clubhouse is available to community members of the Sabino Vista Hills Homeowners Association for private social functions. To reserve the Clubhouse, the Applicant should check the reservation availability on the Sabino Vista Hills website at www.wearevision.com or call the Management Company well in advance (Min of 3 weeks) of your function to ensure your reservation. The Applicant for the reservation will be responsible for any damage to the premises occurring during their use of the Clubhouse, including, but not limited to, damage to any furniture or fixtures.

A. RESERVING THE CLUBHOUSE BY HOA MEMBERS:

1. Application for reservation may not be made more than three (3) months prior to the event date and no later than fourteen (14) days prior to the event date.
2. A "Clubhouse Rental Request Form" must be completed, signed and returned (via email) to the Management Company at the time of reservation request.
3. You will be provided a code to a "lockbox" located at the Clubhouse to gain access and turn off the alarm.
4. If access is required the night before the event, arrangements need to be made with the Management Company when you are provided the clubhouse access form the week of your event. This request may be denied if the clubhouse is being used by someone else.
5. An 'Event Use Checklist' will be provided for the applicant to be completed by the Applicant after use of the Clubhouse to be left on the kitchen counter after the completion of the cleanup following the event.

B. PROCEDURES DURING THE EVENT:

1. Events shall not begin before the time as specified in the Clubhouse Rental Agreement, except by prior consent of the Management Company; and shall terminate at the time specified in the Clubhouse Rental Agreement, but no later than 10:00PM.
2. Clean-up following the event may extend 45 minutes event ends, however no guests or pool access is allowed during clean-up time.
3. The Applicant reserving the clubhouse must be in attendance at all times during the event. The Applicant and/or Property Owner is responsible for the conduct of all guests.
4. All vehicles must be properly parked in spaces provided. Improperly parked vehicles may be towed at the owner's expense.
5. **The swimming pool may be used in conjunction with your clubhouse function; however, the pool and deck area for the Sabino Vista Hills community cannot be reserved as part of the clubhouse function.**
6. Dripping Wet (swimming) attire is not allowed at any time in the clubhouse due to slipping concerns. You can enter bathrooms without coming through the Clubhouse by entering the West door from the pool outside entry.
7. Per City code ingress and egress to the pool shall not be impeded or the gate security compromised. **(Nothing can hold the gate open).**
8. The doors of the clubhouse and restrooms (from the outside) must not be propped open at anytime.
9. Under no circumstances shall members consuming alcohol be allowed entry or access to the pool area. The Applicant is responsible for preventing the serving of alcohol to minors. The Applicant shall hold the HOA harmless from any and all liability or damage resulting from the actions of an intoxicated guest.
10. No pets are permitted in the Clubhouse or pool area.
11. No smoking is allowed within the Clubhouse or anywhere on the property.
12. Music may be played during events and must be terminated by 10:00PM.

C. PROCEDURES AT THE CONCLUSION OF THE EVENT:

1. The Event Use Checklist shall be completed and placed on the kitchen counter.

D. PROCEDURES FOLLOWING THE EVENT:

1. Cleaning the Clubhouse is the responsibility of the Applicant and shall be completed no later than the date and time indicated in the Clubhouse Rental Agreement. An authorized representative will inspect the premises for violation and review the completed Checklist. Non-compliance with any of the Checklist items will result in billing the Applicant to have the items satisfactorily completed.
2. The Applicant and/or Property Owner reserving the Clubhouse is responsible for payment or replacement cost for all items damaged or lost as a result of, or occasioned by the Applicant's use of the property. This may result in a possible assessment added to the account. The renting party and/or homeowner will be held responsible and will be billed accordingly.
3. It is the responsibility of the Applicant to insure the repairs or replacement of all Clubhouse property damaged during a private event is completed as soon as possible. The Association will make the repairs and bill the Applicant and/or Homeowner.

DI. GENERAL RULES:

1. The Association may sponsor Sabino Vista Hills community events on dates not booked by private events at no charge. In the event damage occurs at an Association -sponsored event, the person or persons causing the damage will be held responsible for the repairs.
2. An individual may be denied use of the Clubhouse for any of the following reasons:
 - i. History of negligence concerning Clubhouse rules, policies or procedures.
 - ii. Other reasons deemed substantial by the Board.
 - iii. The Board may suspend a Member from use of the Clubhouse if the Members Association Assessment (dues) is not current or member has outstanding fines.
3. The board has the sole discretion to approve and disapprove events. No person or group shall use the common areas (i.e. clubhouse, pool, parks, trails, etc.) for a commercial purpose. Examples of commercial purposes are (but not limited to): swim instructors for hire, swim teams, aerobics, arts and crafts sales, vendor fairs, political events, fund raiser events, and/or any other business organizations without exception.
4. All parties at the function swim at their own risk.

F. LIABILITY AND INDEMNITY:

The Applicant agrees to conduct the event in and around the Sabino Vista Hills Clubhouse facility in a careful and safe manner. As a material part of the consideration to the Association, the Applicant hereby assumes all risk of damage to and loss or theft of property, an injury or death to person's related in whole or in part to Applicant's use or occupancy of any portion of the Sabino Vista Hills Clubhouse facility or any of its contents from any use whatsoever-whether in whole or in part, and Applicant hereby waives all claims in respect thereof against Sabino Vista Hills Association. Applicants shall indemnify, defend and hold harmless Sabino Vista Hills Association and all of its employees, agents and representatives from any and all claims, demands, suits, actions, proceedings, losses, costs and damages of very kind and description, including any attorney's fees and/or litigation expenses, which may be brought or made against or incurred by Sabino Vista Hills Association on account of loss or damage to any property and for injury to or death of any person arising out of act or omission by Applicant, its employees, agents, representatives or subcontractors, or otherwise arising out of such use of the Sabino Vista Hills Clubhouse facility, or arising out of worker's compensation claims or unemployment disability compensation claims or employees of Applicant or out of claims under similar such laws.

I hereby request the use of the Sabino Vista Hills clubhouse facility and understand I will be liable for all guests and any loss of, or damage to, the property and/or equipment. Furthermore, I understand that my signature on this rental request form serves as my commitment to uphold all clubhouse rules and regulations as well as all laws addressed by the Arizona Revised Statutes. It is my responsibility to ensure all individuals attending my event abide by the same and that I will be held responsible for any and all costs associated with violating said rules, regulations and/or laws.

I assume full responsibility for the Arizona State liquor laws, including minors among the guests and indemnify SBV form any liability associated with the serving and/or consumption of alcoholic beverages.

I also guaranteed that during my requested function, that I or another adult SBV neighborhood association member will be present during the entire time the Rec Center/Clubhouse is being used including preparation and clean-up.

I also certify by signing this document that the Rec Center/Clubhouse is being reserved for my personal use and/or that of my immediate family and not for profit or fund raising.

I have read and will comply with the Clubhouse Rules and Regulations.

G. CANCELLATION POLICY:

If you wish to cancel, send an email to the Property Management company informing them of the cancellation. There is no penalty for cancellations greater than or equal to 15 days prior to the scheduled rental. Cancellations within 4 days of the reservation are considered "no shows" and the association may bill the liable party.

H. LOSS OR DAMAGE:

An upfront security deposit will not be collected. The homeowner agrees that the HOA will bill for any damage caused during the Homeowner's event.

This rental request will be invalid if not signed by both the Property Owner and the Tenant (if applicable).

_____	_____	_____
Property Owner's Signature (REQUIRED)	Email Address	Date

_____	_____	_____
Tenant's Signature	Email Address	Date

(REQUIRED IF APPLICABLE)