

**SOUTH MOUNTAIN S.P.O. HOA**  
**CLUBHOUSE RESERVATION FORM**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

TIME OF EVENT FROM: \_\_\_\_\_ TO: \_\_\_\_\_

NUMBER OF PEOPLE EXPECTED: \_\_\_\_\_

DEPOSIT MONEY ORDER/CHECK#: \_\_\_\_\_ DATE: \_\_\_\_\_

REQUESTED TIME TO PICK UP KEY: \_\_\_\_\_

**HOMEOWNERS MUST BE CURRENT WITH THEIR FEES TO BE ABLE TO RENT THE CLUBHOUSE FOR ANY OCCASION.**

NOTE: Clubhouse rental fee is \$300.00 for residents and \$350.00 for non residents. This includes a \$50.00 cleaning deposit. **The \$50.00 cleaning deposit check must be separate from the rental fee as we will only cash the cleaning deposit if you do not clean after your event.** To hold your date, the rental fee must be paid up front. Upon completion of your event, if the clubhouse is turned over to us as it was received, after inspection, the \$50.00 cleaning fee will be returned to you.

**CANCELLATION: All cancellations must be 48 hours prior to the day of the rental to receive a full refund of the rental fee. Less than 48 hours notice, only one half of the rental fee will be refunded.**

I have read the uniform rules attached to this form for the clubhouse reservation and agree to abide by the terms specified in those rules.

LOT # \_\_\_\_\_ Responsible Party \_\_\_\_\_

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

Amount of Deposit Returned \$ \_\_\_\_\_ Signature \_\_\_\_\_

## **SOUTH MOUNTAIN SPO HOMEOWNERS ASSOCIATION**

### **CLUBHOUSE RESERVATION RULES**

1. THE RESERVATIONS FORM MUST BE REQUESTED FROM THE MANAGEMENT COMPANY AND RETURNED AT LEAST 14 DAYS PRIOR TO THE EVENT. THE NATURE OF THE EVENT AND THE NUMBER OF GUESTS MUST BE MADE KNOWN UPON LEASE REQUEST.
2. THE PERSON RENTING THE CLUBHOUSE IS THE RESPONSIBLE PARTY AND NEEDS TO MEET WITH A BOARD MEMBER FOR ADMITTANCE TO THE CLUBHOUSE. THE RESPONSIBLE PERSON MUST REMAIN AT THE CLUBHOUSE FOR THE DURATION OF THE EVENT.
3. HOMEOWNERS MUST BE CURRENT WITH THEIR FEES FOR USE OF THE CLUBHOUSE.
4. A DEPOSIT OF \$50.00 IS INCLUDED IN THE RENTAL FEE. AN INSPECTION WILL BE MADE BY A BOARD MEMBER(S) AND SHOULD THE CLUBHOUSE REQUIRE CLEANING OR IF DAMAGE IS SUSTAINED THEN THE ADDITIONAL FUNDS WILL NOT BE REFUNDED. DAMAGES EXCEEDING THE AMOUNT OF DEPOSIT WILL BE REQUIRED ON DEMAND.
5. THE NATURE OF THE EVENT IS TO BE MADE KNOWN UPON REQUEST. THE CLUBHOUSE CAPACITY IS 90 PEOPLE PER THE FIRE DEPARTMENT. GUESTS CANNOT EXCEED 45 PEOPLE FOR THE WEST ROOM AND 45 PEOPLE FOR THE EAST.
6. ALL ALCOHOL CONSUMPTIONS IS CONFINED TO THE INSIDE OF THE CLUBHOUSE AND LIMITED TO INDIVIDUALS OF LEGAL DRINKING AGE (21). NO EATING IS ALLOWED IN THE WEST ROOM.
7. ALL EVENTS MUST END BY 1:00 A.M. AND THE CLUBHOUSE MUST BE CLEAN AND READY FOR LOCK-UP BY 2:00 A.M.
8. PROHIBITED ACTIONS AND OCCURRENCES SUBJECT TO FINES AND DISCIPLINARY ACTIONS BY THE BOARD OF DIRECTORS INCLUDED BUT ARE NOT LIMITED TO:
  - A.: EXCEEDING MAXIMUM CAPACITY OF THE CLUBHOUSE.
  - B: DESTRUCTION OF SPO COMMON AREA OR ITS LANDSCAPE
  - C. TRESPASSING OR LOITERING ON COMMON AREA PROPERTY
  - D: THREATS OF VIOLENCE TO ANY SPO RESIDENT OR PROPERTY
  - E: GANG RELATED EVENTS & LOUD MUSIC HEARD OUTSIDE THE CLUBHOUSE DOORS DURING YOUR FUNCTION WILL RESULT IN INDEFINATE USE OF THE CLUBHOUSE.
  - F: VANDALISM OF THEFT OF SPO PROPERTY
  - G: WEAPONS, FIGHTING OR SEXUAL MISCONDUCT ON PREMISES
  - H: ALCOHOL CONSUMPTION OUTSIDE THE CLUBHOUSE
  - I: ALCOHOL CONSUMPTION BY MINORS
  - J: ALLOWING USE OF THE CLUBHOUSE BY SOMEONE OTHER THAN THE RESPONSIBLE PARTY OR HOMEOWNER.
9. SPO HOMEOWNER THE BOARD OF DIRECTORS RESERVE THE RIGHT TO TERMINATE ANY EVENT!

I HAVE FULLY READ AND UNDERSTAND THESE UNIFORM RULES AND WILL COMPLY. I ALSO UNDERSTAND THAT IF ANY VIOLATIONS OF RULES OCCUR, MY DEPOSIT WILL BE FORFEITED AND I WILL BE RESPONSIBLE FOR ANY OTHER EXPENSES ASSOCIATED WITH THIS RENTAL AGREEMENT.

DATE: \_\_\_\_\_ RESPONSIBLE PARTY: \_\_\_\_\_

PRINT NAME \_\_\_\_\_

**SOUTH MOUNTAIN SPO HOMEOWNERS ASSOCIATION**

**CLUBHOUSE RENTAL CHECK LIST**

**EAST ROOM WITH KITCHEN (ABSOLUTELY NO SMOKING)**

- ☐ All area floors swept and mopped
- ☐ All trash cans emptied
- ☐ Kitchen counters, stovetop, upper/lower ovens, refrigerator and floor clean
- ☐ Bathroom floors, sinks, counter tops and toilets/stalls all clean with trash emptied
- ☐ All scuff marks removed from floors
- ☐ There are no decorations, tape on walls, window, fireplace, floor or ceiling -NO NAILS ARE ALLOWED IN THE WALLS

**WEST ROOM WITH TV (ABSOLUTELY NO FOOD, DRINKING OR SMOKING)**

- ☐ Floors vacuumed
- ☐ Furniture in good condition
- ☐ TV and remote present and working
- ☐ All window, walls, ceiling and floors cleared of any decorations

Inspection/Rental date: \_\_\_\_\_ Inspection Time: \_\_\_\_\_

Homeowner/Responsible Party Signature: \_\_\_\_\_

Board Member Signature: \_\_\_\_\_

Homeowner's/ Responsible Party's address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

**ABSOLUTELY NO FOOD OR DRINKS OUTSIDE OF CLUBHOUSE DUE TO EXCESSIVE TRASH, FOOD ITEMS THROWN IN COMMON AREA, PUNCH SPILLS ON CONCRETE, AND BROKEN GLASS.**

**KEY IS TO BE PUT INTO THE DROP BOX AFTER YOUR EVENT IS OVER.**

**FINAL INSPECTION AFTER USAGE TO BE DONE WITH A BOARD MEMBER AND THE HOMEOWNER BY 12:00 NOON THE FOLLOWING DAY.**

**(DEPOSITS WILL BE RETURNED BASED ON THE 'AFTER RENTAL' INSPECTION)**

**SPO Homeowners Association  
Clubhouse Liability Waiver Form**

Members and guests use the SPO Homeowners Association clubhouse, including but not limited to, all meeting, social and activity rooms, and recreational facilities (collectively, the “Clubhouse”) at their own risk. You also acknowledge that you are assuming all risks associated with use of the Clubhouse and do hereby assume all responsibility for your participation and the participation of your guests in the activities and utilization of the Clubhouse. Please observe all signs and follow the policies and procedures of the Clubhouse that have been approved by the Board of Directors, as well as the direction of staff.

By signing below, I assume all risk for my health, and well-being, and personal property, and on behalf of my heirs, beneficiaries, dependents, and personal representatives, as well as any and all guests that utilize the facilities through my Membership, I hereby expressly waive, release, covenant not to sue, and agree to indemnify, defend and hold harmless of any liability or responsibility SPO Homeowners Association, Vision Community Management (“Vision”), and the foregoing entities’ members, directors, officers, employees, agents, managers, vendors, contractors, and all other related parties, including but not limited to any instructor or person directly involved with the activities in which I will participate (collectively, the “Releasees”), for any claims or causes of action of any kind, including claims arising out of any accident, injuries, illnesses or other damages to person or property resulting from my participation or my guest’s participation in any use of the Clubhouse, including the use of any equipment or machinery, or arising out of my participation or my guest’s participation in any activities at the Clubhouse, whether the same arises out of the negligence of the Releasees, or my or my guest’s negligence or misconduct, or otherwise. **I am freely and voluntarily executing this informed consent, indemnity, release and waiver, without any inducement, assurance or guarantee in exchange for my signature, and acknowledge that I have read, have had and declined the opportunity to have legal counsel review and agree to be bound by its terms and conditions, and I understand I am thereby giving up substantial rights, including the right to sue the Association.**

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Signature

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Printed Name

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Address

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Signature of Parent or Guardian if Under 18

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Emergency Contact Phone Number

**GUESTS:** please provide the name, address, and phone number of the SPO Homeowners Association resident permitting you to utilize the Clubhouse:

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