



Application to Use Community Building for Private Event

The Community Building is available for use by Reserve at Gearhart Homeowners' Association Members and their designated guests on a first come first served basis. Please be aware that there is an occupancy limit of 40 individuals. A comfortable maximum is 25-30. The backyard and picnic tables are NOT available for use; the HOA does not own that area. Parking is available only as designated in the parking lot and at the front of the building. If you wish to park along street frontage, please respect neighboring landscape and driveways. There is additional off-street parking at the play park.

Both front and back doors must remain unlocked during the event. Smoking is prohibited on the premises and no alcohol may be served to or consumed by minors. The contact individual listed (and phone number) must be always available and on site during the event in case of an emergency.

Name: _____ Lot Number: _____

Address: _____ Phone: _____

Email: _____

Date requested: _____ Start Time: _____ End Time: _____ (10:00 PM Limit)

Purpose: _____ Number of Attendees: _____ (40 max.)

Will alcohol be served: Yes No If Yes, by whom: _____

A \$50 deposit with cash or check is required to hold your reservation. If you cancel your reservation 48 hours or more prior to the scheduled event, the deposit will be refunded. A cancellation within 48 hours of the event forfeits the deposit.

After the event, a refund of \$40 will be made if the facility is clean and free of damage. A non-refundable \$10 will be used to restock consumables. A completed "Facilities Checklist Form" must be submitted before any refund is made.

WAIVER OF LIABILITY

I enter into this "Building Use Release Waiver" with the Reserve at Gearhart Homeowners Association for the privilege of using the facility located at 5400 Sheridan Drive. In consideration for use of the facility, I and my guests waive and release the Association, its agents and insurers from all claims, demands or suits at law and equity, including but not limited to claims for personal injury, emotional injury, property damage, medical expenses, loss of services, on account of or in any way related to me and my guest's presence at the facility or use of the facility and/or equipment. I recognize the facility is not supervised, and I use the facility (including premises and equipment) entirely at my own risk. I understand that the Association is not responsible for any lost or stolen valuables or property from within the facility or on the property. While at the facility, I agree to be on site for the duration of my event and to conduct myself in a responsible manner. I am solely responsible for the conduct of my guests. I agree to clean the facility and perform the duties provided for in the "Facilities Checklist Form". I will reimburse the Association for the costs of repairing any damage to the facility resulting from my use. I will return the building key to the designated Board or committee member no later than the day following the event.

Print Name: _____

Signature: _____

Date: _____



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Facilities Checklist Form

Please complete this form before leaving the premises at the conclusion of your event. A partial refund of your deposit will be given after this form is returned and the condition of the facility verified.

I have performed the following activities at the conclusion of my event at the clubhouse:

- Cleaned and stored glassware, dispose of all paper or plastic utensils, dishware and other items used. (We have no recycling bin on site. Please be sure to take recyclable items with you for proper disposal)
- Folded furniture and stored as found. (If tables are folded, they must be stored on rubber matting)
- Cleaned kitchen appliances, counter, sink area and floor.
- Removed all food from refrigerator and building.
- Removed all trash from baskets and deposited in outside receptacle.
- Cleaned bathroom toilet, sink area and floor, and replaced amenities as appropriate.
- Swept floors in main area and cleaned up any spills.
- Checked entry, patio, porch, and parking areas for debris.
- Closed any open windows.
- Turned off all heat sources.
- Removed all personal belongings including decorations.
- Turned off lighting except for switches designated to be left on.
- Locked both front and back doors.
- Reported any damage or issues to facilities manager.

Print Name: _____

Date of Event: _____

Signature: _____

Date: _____