Dogwood Trace

Homeowners' Association

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Clubhouse Reservation Form

TO RESERVE THE CLUBHOUSE, YOU MUST BE A HOMEOWNER IN THE COMMUNITY AND YOU MUST BE CURRENT ON YOUR DUES. THE CLUBHOUSE CANNOT BE RESERVED FOR NON-MEMBERS. ONLY THE CLUBHOUSE MAY BE RESERVED. ALL RESIDENTS OF DOGWOOD TRACE MAY USE THE POOL AND RESTROOMS DURING THE RESERVED EVENT.

Homeowner Name:			
Homeowner Address:			
Home Phone:		**Cell Phone:**	
Resident Email Address:			

I wish to reserve the clubhouse for the following date/time and for the following purpose:

Date:		**Number of Guests (max 50):**	
Start Time (including setup):		**End Time (including cleanup):**	
Purpose of Event:			
Type of Food:	**Hot_____ Cold_____**		
What accommodations will be made for food? (use of stove/oven, food warmers, etc):			
Forms of Entertainment?*:			

* I understand that if music is played, it will be kept at a minimum level and shall not contain profanity.

I UNDERSTAND AND AGREE TO THE FOLLOWING TERMS AND CONDITIONS (continued on next page):

Renting the Clubhouse:

- I, the undersigned hereby make application (Agreement) to the Dogwood Trace HOA Club House (Facility) and certifies that the information contained herein is correct. I agree to indemnify and hold harmless the Facility, its officers, employees and agents from all damages, liabilities, injuries or losses to persons or property resulting from use of the Facility. I agree to exercise the utmost care in using the facility and to adhere to all rules and regulations on this Agreement and in the Facility Rental Rules & Regulations submitted to and signed by me.

- A $100.00 damages/security deposit is required for all private use of the facility. This check should be made payable to Dogwood Trace HOA. Security deposit checks will only be accepted if homeowner's name is on it.

- I will inspect the facility prior to my use and be present during the post event inspection. I understand that if I do not, I may be responsible for any damage found after my use.

- I have homeowners or renter's insurance and agree that this insurance shall bear all responsibility to any liability claims and other property damage claims that should arise from the reserved event.

- I will comply with all preceding clauses, Dogwood Trace HOA rules/regulations and Georgia statutes during the clubhouse use. This includes, but not limited to, the serving of alcohol, gambling, and the sale of counterfeit products. No smoking is allowed anywhere inside the clubhouse to include the bathrooms. Initials_____

During the Event:

- I will be in attendance at this event for its duration and I am responsible for the behavior of all guests and visitors at the facility during the reserved period of time as well as any damage and liability claims that may arise from acts or actions related to the reserved event.

- I understand the facility furniture must remain inside and I am responsible for any damaged or missing furnishings.

- I will direct all guests and attendees to proper parking areas. Parking is not allowed on the grass or street.

- No wet bathing suits or bare feet are allowed in the clubhouse. No child under 16 allowed at the pool unsupervised.

After the Event

- I am responsible for restoring the facility to its pre rental state which includes, but not limited to the following activities in all of the rooms: decoration and trash removal, appliance and surface cleanup, sweeping / mopping.

- If no damage occurs and the facility is returned to its original condition then the deposit will be refunded in full. The facility must be returned to its original condition by 8:00AM on the morning following the event. In the event the facility is not restored to its original and satisfactory condition prior to the above time, all costs required to restore the facility to its original condition will be secured from the deposit and any additional amounts will be due in full from the user immediately upon billing from the homeowner through out-of-pocket and/or insurance.

DOGWOOD TRACE HOMEOWNER ASSOCIATION
CLUBHOUSE RESERVATION PRE/POST EVENT CHECKLIST

	Charge*	**Start**		**End**		**Pre-Event Notes**
KITCHEN						
Countertops Cleaned	$20					
Stove / Oven / Microwave cleaned	$50					
Refrigerator/Freezer -all food removed, cleaned	$50					
Sinks empty and cleaned	$20					
Floor Swept and Mopped	$50					
Trash removed	$50					
MAIN ROOM						
Furniture clean/undamaged	TBD**					
Furniture returned to its original location	$10					
Floor Swept and Mopped	$50					
Trash removed	$50					
GAME ROOM						
Air Hockey Table Strikers (2) present/good condition Pucks (3) present/good condition	TBD**					
Floor Swept and Mopped	$50					
Trash removed	$50					
RESTROOMS						
Floor Swept and Mopped	$50					
Trash removed	$20					
Counters cleaned	$20					
Toiled cleaned	$30					

*charge only applies if task is not performed.
**TBD – All charges for these items and others item not specifically listed will be based on repair or replacement cost.

Additional Pre-Event Notes:

_____
Printed Name of Applicant

_____ _____
Signature of Applicant Date

_____
Printed Name of HOA Representative

_____ _____
Name of HOA Representative Date