

VILLA PORTOFINO HOMOWNERS' ASSOCIATION

APPLICATION FOR CLUBHOUSE RENTAL

Date of Request _____

Homeowners Name _____ Lot # _____

Address _____

City _____ Zip _____

Home Phone # _____ Cell Phone # _____

Reservation Date _____

Timeframe From: _____ To: _____ (This Includes Set-up & Clean-up Time)

- 1) I have read the rules regarding the use of the Clubhouse and I agree to abide by them. I understand that if there are any infractions of the rules or damages to the property of Villa Portofino Homeowner's Association, I will have to forfeit all or part of my Security Deposit.**
- 2) I need to pick up a Key Packet for the Clubhouse no later than close of business on the last business day prior to my reservation date.**
- 3) If I fail to cancel my reservation 5 business days prior to the reservation date, I must pay a \$25.00 cancellation fee.**

Signed _____ Date _____

Person responsible for the group who will be present at the event:

Name _____ Phone # _____

Relation to the Homeowners _____ Signature _____

Tenant _____

Other (Please specify) _____

OFFICE USE ONLY

Date Paid _____

Use Fee _____ Security Deposit _____

Certificate of Insurance on File _____ Date _____

Special Arrangements _____

VILLA PORTOFINO HOMEOWNERS ASSOCIATION

RULES FOR USE OF THE VILLA PORTOFINO CLUBHOUSE

ELIGIBILITY: A homeowner/resident/tenant age 21 or over, in good standing, is eligible to rent the VPHOA clubhouse under the following conditions:

A. RESERVATIONS

- ✓ Applications shall be made at the office no less than seven (7) work days before the event.
- ✓ Submit two (2) payments: one (1) for the deposit and one (1) for the Use of Facility Fee.
 - a. \$200 refundable deposit (money order or cash only).
 - b. Rental includes the use of the clubhouse, kitchen and the restrooms (pool and park area is not included).
 - c. **Rental rates are currently \$25.00 for the first three (3) hours and \$10.00 an hour thereafter.**
- ✓ **Provide a copy of owner liability insurance policy listing Villa Portofino Homeowners Association as additionally insured OR provide a copy of special event insurance at least seven (7) work days prior to the event.**
- ✓ Use of the facility is on a "first come, first serve" basis determined by the date of all necessary paperwork received. Consecutive clubhouse reservations, within a 30 day period, may not be honored if another homeowner/resident/tenant requests a reservation within the same 30 day period of the last rental date from the first requestor.
- ✓ Reservations shall not be made for more than one regularly scheduled meeting, per group, to which a homeowner/resident/tenant age 21 may belong in any three month period. Homeowner/resident/tenant shall schedule a maximum of one event at a time.
- ✓ Arrangements for the opening and closing of the clubhouse shall be made with the Office Staff.

B. CONDITIONS AND RULES

1. **The homeowner/resident/tenant shall agree to abide by the following conditions and rules for the use of the clubhouse:**
 - ✓ Maximum occupancy of the clubhouse is 91 individuals.
 - ✓ Remain in the immediate clubhouse area during the entire rental period.
 - ✓ Limit activities of the group to the clubhouse, kitchen, restrooms and immediate area in front of the clubhouse. The pool and park area is not included in the rental of the clubhouse.
 - ✓ Be responsible for the conduct of guests while on VPHOA property.
 - ✓ Vacate the premises by 10:00 pm Sunday through Thursday and 11:00 pm Friday and Saturday.
 - ✓ Be financially responsible for any damage to the buildings, its' contents and/or the common area during the rental period.
 - ✓ **NO SMOKING** in the clubhouse or within 25 feet of clubhouse doors.
 - ✓ Keep the music and noise at a level which does not unreasonably disturb the neighbors and reduce it if asked by a homeowner/resident/tenant, VPHOA staff or Patrol.
 - ✓ Admit only invited guests and those with official business into the clubhouse.
 - ✓ Animals are prohibited in the clubhouse with the exception of properly identified Certified Service animals.
 - ✓ Shoes, sandals or flip flops shall be worn while in the clubhouse. No bare feet.
 - ✓ Wet swimsuits shall not be allowed in the clubhouse.
 - ✓ Ensure that VPHOA furniture, pictures, and decorations remain in the clubhouse and staples are not used on clubhouse walls.
 - ✓ Refrain from "for profit activities" unless they are for charitable causes.
 - ✓ Provide a minimum of two (2) adult chaperones and/or a ratio of one-to-ten (1-10) adult chaperons for groups which include youth 17 and under.
 - ✓ Motor vehicles are prohibited on greenbelt areas.

C. CLUBHOUSE CLEAN UP

Cleaning materials and trash bags shall be provided by the homeowner/resident/tenant using the clubhouse.

1. **Upon leaving the clubhouse homeowner/resident/tenant shall see that:**
 - ✓ All furniture and equipment is returned to the location where it was found.
 - ✓ The carpet is vacuumed and the kitchen floor is swept.
 - ✓ All counters and surfaces, sink, and appliances are wiped clean.
 - ✓ All items are removed from the refrigerator.
 - ✓ All trash is removed from the premises and taken with the homeowner/resident/tenant.

D. FEES FOR FAILURE TO ABIDE BY CLUBHOUSE CONDITIONS AND RULES

1. Homeowner/resident/tenant shall forfeit all or part of the Clubhouse Deposit for failure to abide by clubhouse conditions and rules. Additionally the following fees apply:
 - ✓ **\$200.00 refundable deposit (money order or cash only).**
 - ✓ **Rental includes the use of the clubhouse, kitchen and restrooms (pool area is not included).**
 - ✓ **\$50.00 for each infraction of the rules.**
 - ✓ **\$100.00 charge if premises are not vacated at the end of the scheduled rental period.**
2. If it is necessary for a party to be closed down because it has been necessary to contact the police or if the party has resulted in loitering in the clubhouse area after the rental period a minimum of \$100 will be deducted from the deposit.