

Indoor Clubhouse Reservation Form

Laurelmist

Does Not Include Use of Pool

Date of request _____

Name _____

Address _____

Email address for confirmation _____

Date of party _____ # of guests _____ Children _____ Adults _____

Start Time _____ End Time _____ Decorations Y /N _____

Type of party _____

There is a **\$100.00 rental fee** and a **\$50.00 deposit**. Once the clubhouse has been cleaned and checked to the satisfaction of Liberty Community Management, your deposit check will be refunded. The two separate checks are to be made out to Liberty Community Management.

Alcohol is not permitted anywhere on HOA common area!

By signing below, I am acknowledging that I understand that the homeowner's association and/or Liberty Community Management will not be held liable for any misadventure that may occur to any of my guests during this party. I also understand that the use of the amenities will be available to all other HOA members during this party and that the amenities are not for my private use at any time. Furthermore, I agree to abide by all Clubhouse Rules and Regulations printed on the reverse side of this form.

Signed _____

Date _____

RULES & REGULATIONS FOR CLUBHOUSE USE

1. The Clubhouse is available for rental from 7 PM to 11 PM daily.
2. You must submit your reservation request along with payment at least 2 weeks in advance.
3. No furniture is allowed to be moved.
4. Homeowner reserving the clubhouse must be present at all times during the rental time.
5. Thermostats must be turned back to 60 degrees in the winter and 80 degrees in the summer after each rental.
6. Food is only allowed in the kitchen area.
7. If your reservation is to include use of the pool, there is an extra \$18 per hour fee for an extra lifeguard.
8. Should your reservation include pool use, only the tiled area is to be used while your guests are using the pool.
9. Should your reservation need to be rescheduled due to inclement weather, please contact Liberty. You cannot automatically choose to host your event the next day or at a later time. You must reschedule your event.
10. Please make sure your reservation has been confirmed with Liberty and the community key holder. If you have not received confirmation from both parties, your reservation has not been received. The key holder will let you in and out of the clubhouse. You will not be issued a key.
11. Any damage to the clubhouse during your reservation will automatically forfeit your deposit check and may require you to pay for any expenses in relation to repairing such damage.