The Preserve Clubhouse Reservation Form
Liberty Community Management

Date of Request: ☐☐/☐☐/ **20** ☐☐

Community Name:_____

Name (Last, First):_____

Address:_____

Email Address (*for confirmation)*_____

Date of Event: ☐☐/☐☐/ **20** ☐☐ **Number of guests:** ☐☐☐

Times of Party: Start-☐☐:☐☐ **AM / PM (*circle one)*** **End-**☐☐:☐☐ **AM / PM (*circle one*)**

Type of Party:_____

Other details (If Any):_____

There is a $75.00 reservation fee deposit to hold a party in the clubhouse, which is refunded if everything is cleaned up to the satisfaction of Liberty Community Management and/or the board of directors for your community. There will be a $35.00 inspection fee to hold the party in the clubhouse for parties for 20 or more people. Please make this check out to your association. Members must be in good standing to rent the clubhouse.

I, the undersigned, acknowledge and accept the terms of conditions for the reservation and use of the facilities and property of the homeowners' association. I acknowledge that the homeowner's association and/or Liberty Community Management will not be held liable for any misadventure or accident that may occur to any guests during the event indicated above. I also understand that the use of the amenities will be available to all other HOA members during this event and that the amenities are not for my private use at any time. Furthermore, I fully understand that the reservation is not finalized until the community association manager at Liberty Community Management is in receipt of the reservation form **accompanied by both checks** and that until the manager receives these items, the clubhouse is still available for reservation by any other homeowner. Person(s) reserving facility assumes ***all*** responsibility for damages and/or injury as a result of renting the facility. The Board of Directors retains the authority to retain any or all of the security deposit and impose fines, if all rules and conditions set forth are not followed as well as limit reservations on holiday weekends and during swim season, at the sole discretion of the Board.

Alcohol is not permitted on HOA property at any time.

_____ Date:____/_____/_____
Homeowner (Signed)

_____ Date:____/____/_____
Homeowner (Printed)

Community Name
c/o Liberty Community Management
P.O. Box 2082
Loganville, GA 30052
Fax– 770-466-6355