

Hurstbourne Springs Condominiums
Agreement for Community Room
Reservations

Reservation Date: _____

Hrs. Reserved: _____

Resident Name: _____

Phone #: _____

Address: _____

Event: _____

Number of guests: _____

Fees

Clubhouse Rental: \$100.00 + \$100.00 damage deposit

The Community Center is for the use of residents who are current with all fees and their guests. To maintain safety in the use of the facility, these stated guidelines must be followed:

1. Resident adults may reserve the Community Room for private events any day or evening, with the exception of those dates reserved for Association events.
2. Fire regulations restrict the total capacity of the great room not to exceed 68 persons.
3. The reservation fees and the damage deposit must be paid and the agreement must be signed for the date reserved for the event.
4. Reservation fees and the damage deposit must be paid upon scheduling the reservation.
5. Reservations must be made at least one week in advance, but may not be made more than 4 months in advance.
6. Make checks payable to HURSTBOURNE SPRINGS CONDOMINIUMS and please pay the reservation fee and security deposits as separate payments.
7. The resident reserving the clubhouse must attend the event and assumes all responsibility for the actions of their guest while using the facility.
8. Damages caused during the event will be taken out of the damage deposit and overages will be billed out to the resident who signed this agreement. This does include if the clubhouse is not cleaned after use.
9. Guests must wear proper attire and respect the privileges of residents in their use of the facilities. Please be courteous. Noise levels are to be kept reasonable, especially during late evening and night hours.
10. **The exercise room is for the use of residents and is not included in facility reservations. Do not use the upstairs. Use of the exterior grounds is NOT included with the rental. The rental includes the interior of the clubhouse only.**

11. The clubhouse may be reserved between the hours of 9:00am and 12:00 midnight. Please include the time you want reserved on this agreement.
12. **Any resident furnishing alcohol must provide proof of insurance prior to event.**
13. **All monthly maintenance fees must be current to rent the clubhouse.**
14. After the event, leave the clubhouse as it was prior to the reserved event. Windows and doors are to be locked, all lights off. Everything is to be returned to its original position. Reserved clubhouse is to be completely CLEANED. Check the clubhouse bulletin board for cleaning specifics. If the clubhouse is not cleaned, your damage deposit will be used to hire a cleaning company to clean. It will be inspected before the deposit is returned. The outside should be checked for trash. We ask that you furnish your own supplies.

ALL TRASH IS TO BE PUT IN THE LARGE CANS ON THE REAR DECK.

THIS IS A NO SMOKING BUILDING AND NO PETS ARE ALLOWED.

Sign and return with two checks or money orders to Debbie Lovell ~ 3201 Rock Brook Court ~ (502) 298-9061.

Date: _____

Resident Signature: _____