

Edgewood Townehouse Association Clubhouse Use Information and Reservation Form

The Edgewood Townehouse Association is pleased to make the clubhouse available to Association members at no charge. However, we must require a cleaning security deposit for any special event sponsored by an Association member. That is for the protection of Association property. Reservations for the clubhouse are made through the Clubhouse Committee Chair. Here is the process.

1. Check the clubhouse calendar on the bulletin board across from the front door to see if the date is clear;
2. Call the Clubhouse Committee Chair to verbally reserve the day and time;
3. Complete the attached Use Permit for ETA Clubhouse form (attached);
4. Attach a check made out to ETA in the amount of \$50;
5. Put completed form and check in the clubhouse mail slot.

To be fair to all Association members, there will be no exceptions to this process. The deposit will be returned by the Clubhouse Committee Chair following his/her inspection of the clubhouse facilities and finding them in satisfactory condition. If there are questions about the size of the group or parking, the Clubhouse Committee Chair will refer the application to the full Clubhouse Committee for approval and possible assessment of a nonrefundable fee. The sponsor of recurring events should make special arrangements with the Clubhouse Committee Chair. **The ETA member who is sponsoring the event must be in attendance at all times to see that the rules are followed.**

RULES FOR CLUBHOUSE USE

1. Smoking is prohibited at all time in the Clubhouse.
2. Please do not use confetti type decoration and refrain from thumb-tacking balloons and other décor into the wall. Use masking tape instead.
3. The clubhouse is to be left clean and orderly or the total deposit is forfeited.
4. The clubhouse is **NOT** to be used for commercial activity.
5. The gas fire log is lighted by a wall switch near the kitchen. Please follow directions on the green card. Never burn or throw trash in the fireplace. Turn the fire logs off before leaving the clubhouse.
6. Out of respect for our neighbors and for the tranquility of the Association, amplified (loud) music is not permitted. Musical equipment must be confined to the inside of the clubhouse. No noise is allowed after 10:00 PM.
7. ETA business and UPS package pickup may require people to enter the clubhouse during reserved time.
8. The sponsoring ETA member must assure the rules are followed and care is taken with the facilities.
9. There will be a \$5.00 charge for anything over 1 bag of trash left on the premises. Please take recyclables with you.

CHECK LIST FOR CLUBHOUSE AND KITCHEN USE

The Sponsor is responsible for making sure that:

1. "Reserved" sign is place on the front door before the event. (Sign is in the drawer near the kitchen door).
2. Appliances, including oven, are cleaned and refrigerator has no food in it.
3. Dishes are clean, the dishwasher is emptied and dishes are put back into cupboards.
4. Tables and countertops are cleaned.
5. Sweep and damp mop the kitchen floor.
6. Vacuuming is done.
7. Cue sticks are returned to the rack on the wall, the pool balls are on the pool table.
8. Gas fire log is "OFF."
9. Reserved sign is removed from the front door and returned to the kitchen drawer at the end of the event.
10. Bathrooms are cleaned and tidy.
11. Complete the "Application for Clubhouse Deposit Refund."

NOTE: Before the function begins the Sponsor should evaluate the clubhouse for any unclean or damaged areas and make a note of any previous damage on the "Application for Clubhouse Deposit Refund."

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**Please take all garbage and
recycling home with you
after your event.
Thanks.**

USE PERMIT FOR EDGEWOOD ASSOCIATION CLUBHOUSE

Today's Date: _____

Event Date: _____

Time of event. From: _____ To: _____

Name, address and telephone number of ETA sponsor: _____

Name of group using the Clubhouse: _____

Approximate number of people attending: _____

If this is a large gathering, who is designated to direct parking? _____

Planned activities: _____

I understand that reserving the clubhouse does not include use of the swimming pool, but that the deck immediately outside the west slider door is available.

Removal of any clubhouse decoration or property is prohibited and will be reported to the Facilities Manager.

I understand that guests must park in guest parking spaces and not along the curb of Westbrook Way or behind garages. The latter are fire lanes and ETA rules prohibit blocking these areas.

SPONSORING SIGNATURE: _____ Date: _____

APPROVED BY: _____ Date: _____

DISAPPROVED BY: _____ Date: _____

REFERRED TO CLUBHOUSE COMMITTEE: _____ Date: _____