

River Park

Clubhouse Reservation Form

Clubhouse rental forms must be turned in to Tolley Community Management at least 72 hours in advance to book a rental. Business hours are Monday-Friday 9am-5pm, not including federal holidays.

Name: _____ Address: _____

Email: _____ Phone: _____

Function: _____ Number of Guests: _____

Date: _____ Time: _____ to _____ (Please include the hours you will need to set up and clean up. Rentals may not exceed 2AM)

Please include last 5 digit number on your Amenity Card: _____

This card will be used to enter the clubhouse at the time of your event. The following terms and conditions apply to the reservation and use of the clubhouse:

	<u>Reservation Fee</u>	
Clubhouse	\$250.00 Flat Rate	Includes the main level, upstairs, and deck
Pavilion	\$15.00 Per Hour	

I understand that if the clubhouse is damaged or not properly cleaned after my reservation, my account may be charged a portion of or the full amount of \$200.00. I further understand and agree that this special assessment will be used to pay for any and all damages resulting to the Clubhouse Facilities, its contents, or any other portion of the Association property from my actions or any actions of persons present at, attending, or in any other way related to the Function. An authorized Association representative shall inspect the premises within seventy-two (72) business hours after the conclusion of the Function. I understand that any charges made against my account will be explained. If costs of repairs exceed the amount of \$200.00, I agree to pay the Association the full cost of all repairs within ten (10) days of receipt of a written explanation of the damages and a bill from the Association for such repairs. I agree that all deposits, fees, cleaning, and repair charges and any other expenses incurred by the Association as a result of the use of the Recreational Facilities under this Agreement shall be considered a personal obligation and the Association is entitled to pursue all remedies at law or in equity against me.

Make checks payable to **River Park Homeowners Association, Inc.**

Mail Checks to **8295 Highway 92 Woodstock, GA 30189**

River Park

Clubhouse Terms of Use

- The owner reserving the clubhouse must be current on all assessment fees.
- The homeowner reserving the clubhouse must be present at the function at all times.
- Use of the clubhouse shall not affect or restrict normal use of the pool, parking lot and/or tennis courts by other residents and their guests.
- Clubhouse must be vacated by 2 a.m., with all shut down procedures completed. That includes having the clubhouse clean and ready for the next rental. There is a vacuum cleaner that must be used to clean the floors. You must empty the vacuum and place in the space in which you found it after use.
- Do not slide furniture across the wood floors. You will be responsible for any damage.
- All furniture must be returned to its original location and thermostats reset to original setting.
- Decorations may not be hung using tape, thumbtacks, nails, or anything that will damage the paint.
- Report any prior damage of the clubhouse to the management company.
- All doors are to be secured and lights turned off upon leaving the clubhouse.
- Use of the pool is not included. Please follow pool instructions.
- Wet swimwear is not permitted in the clubhouse.
- Alcoholic beverages may NOT be sold during the use of the facility.
- Smoking is NOT permitted in the clubhouse.
- All restrictions outlined in the governing documents apply. Homeowner is responsible for noise control and the behavior of guests, including guest compliance with all community rules and restrictions.
- Due to fire hazards, no grills or open flames, including candles, are permitted.
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I understand that failure to comply with the above terms of use agreement will result in the forfeiture of all or part of the security deposit at the sole discretion of the River Park Board of Directors. I understand that I am responsible for any and all damages over and above the amount of the security deposit.

I understand that failure to cancel the reservation within 48 hours of the reservation date will result in the association retaining the reservation fee.

By signing this form I am agreeing to the cleaning checklist that was provided by Tolley Community Management.

I further agree to indemnify the association against any and all liability, loss, costs, damages, attorney's fees and expenses of whatever nature by myself or my guests related to or incidental to this rental of use of the facilities.

IN WITNESS WHEREOF, the undersigned resident of River Park has executed this agreement.

Owner's Name: _____ Owner's Signature: _____ Date: _____