

ANDALUSIA HOMEOWNERS' ASSOCIATION

clo Community Care Property Management, Inc.

P.O. Box 1270
Pleasanton, CA 94566
(925) 455-6362
(925) 455-3893 Fax
ccpm@ccpminc.net

RECREATION CENTER RESERVATION FORM

Name of owner: _____ Address: _____

Name of tenant (if to be used by tenant): _____

Phone #:(Owner) _____ (Tenant) _____

Requested Date of Reservation: _____ Hours: _____

Purpose of Reservation: _____

If reserved for children's function, age group expected: _____

Number of people expected: _____

- THE RECREATION CENTER MAY BE RESERVED FOR PRIVATE FUNCTIONS BY COMPLETING AND RETURNING THIS FORM ALONG WITH BOTH A \$60 USAGE FEE AND \$100 REFUNDABLE DEPOSIT TO MANAGEMENT AT LEAST TWO WEEKS BEFORE THE ANTICIPATED RESERVATION DATE.
- THE RECREATION CENTER SHALL BE RESERVED ON A FIRST-COME, FIRST-SERVE BASIS AND MAY NOT BE RESERVED FOR EVENTS OPEN TO THE GENERAL PUBLIC, SUCH AS SALES EVENTS, FUND RAISERS, ETC. THE RECREATION CENTER MAY NOT BE RESERVED MORE THAN ONE TIME DURING ANY GIVEN WEEKEND.
- THE CLUBHOUSE WILL NOT BE RENTED TO MINORS (ANYONE UNDER 21). THE RESERVATION MUST BE MADE BY AN ADULT WHO WILL BE RESPONSIBLE FOR THE SUPERVISION OF MINORS AND PRESENT THROUGHOUT THE DURATION OF THE FUNCTION.
- OVERNIGHT FUNCTIONS ARE PROHIBITED. THE CLUBHOUSE IS AVAILABLE MONDAY THROUGH FRIDAY 8:00AM UNTIL 9:00PM AND SATURDAY AND SUNDAY 9:00AM UNTIL 9:00PM.
- THE POOL AND SPA MAY NOT BE EXCLUSIVELY RESERVED AND ARE NOT INCLUDED IN THE RESERVATION OF THE RECREATION CENTER.
- EXTERIOR DECORATIONS ARE PROHIBITED, AND ANY DECORATIONS MAY NOT BE PERMANENTLY AFFIXED (I.E., NAILED, DRILLED, ETC.) TO THE INTERIOR WALLS OF THE RECREATION CENTER.
- PERSONS SHOULD NOT CONGREGATE OUTSIDE OF THE RECREATION CENTER FOR ANY RESERVED FUNCTION.
- AFTER ANY RESERVED FUNCTION, THE RESIDENT RESERVING THE CLUBHOUSE IS RESPONSIBLE FOR CLEANING THE RECREATION CENTER THOROUGHLY, REMOVING ANY GARBAGE AND DEBRIS, RETURNING FURNITURE TO ITS ORIGINAL LOCATION, AND MAKING SURE ALL LIGHTS AND AIR CONDITIONING OR HEATING EQUIPMENT ARE TURNED OFF, AND DOORS AND WINDOWS ARE SHUT AND LOCKED.

PLEASE NOTE THAT YOU ARE RESPONSIBLE FOR THE BUILDING UNTIL FINAL INSPECTION.

I have read the above and agree to the conditions set forth and understand that violations of any of the above can result in forfeiture of the deposit, and that any damage to the building will result in an assessment against my unit to cover the costs of repair or replacement.

Signature of Resident

Date

Date Deposit Received: _____

Date Deposit Returned: _____

RECREATION CENTER CLEAN-UP CHECK LIST

- Clean and wipe-dry sink and surrounding surface areas.
- Wipe out refrigerator and make certain it is closed
- Clean both rest room areas
- Wipe down tables and chairs
- Remove all trash and garbage from the area (including the outside garbage can).
This trash/garbage should be placed with your weekly garbage pickup.
- Vacuum all carpeted rooms.
- Sweep entry and steps
- Turn off any lights, return heat/air to OFF position, lock all doors and windows.
- Return furniture to original locations.