**ANDALUSIA HOMEOWNERS ASSOCIATION**
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# *RECREATION CENTER RESERVATION FORM*

Name of Owner _____ Address _____

Name of Tenant (if Recreation Center will be used by tenant) _____

Telephone (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 free and a $150 refundable deposit to Andalusia HOA at the address above at least one week before the requested reservation date. The usage fee and deposit must be on separate checks, both made payable to "Andalusia HOA".
- The Recreation Center is available to reserve on a first-come, first-served basis and may not be reserved for events open to the general public, such as sales events, fund raisers, political functions, etc. The Recreation Center may not be reserved more than one time during the same weekend by the same homeowner.
- The Recreation Center will not be rented to minors (anyone under the age of 21). The reservation must be made by an adult who will be responsible for the supervision of minors, and who will be present in the Recreation Center throughout the duration of the function.
- Overnight functions are prohibited. The Recreation Center is available Monday through Friday 8:00AM until 9:00PM and Saturday and Sunday 9:00AM until 9:00PM.

*Revised 5/1/10*

- The pool and spa may not be exclusively reserved, and are not included in the reservation of the Recreation Center.

- Decorations on the exterior of the Recreation Center are prohibited, and no decorations may be permanently affixed (*i.e.*, nailed, drilled, etc.) to the interior walls of the Recreation Center. If tape is used, make sure it is of the type intended for use on painted walls.

- After any reserved function, the Owner or Tenant reserving the Recreation Center is responsible for returning the Recreation Center to the condition it was in before the function. This includes putting any garbage and debris into the appropriate containers, returning furniture to its original location, ensuring that lights, gas fireplace, and air conditioning are turned off, and doors and windows are closed and locked.

- Owner or Tenant reserving the Recreation Center agrees to ***separate recyclable materials*** (glass, paper, plastic, aluminum) ***from food waste***. ***THERE IS NO EXCEPTION TO THIS REQUIREMENT***. ***Failure to adhere to this requirement will result in forfeiture of your deposit.***

  - *Recyclable* materials are to be placed in a plastic bag and put into the *gray* recycling container.
  - *Food waste* is to be placed in a ***separate*** plastic bag and put into the *blue* garbage container. ***DO NOT MIX FOOD WASTE WITH RECYCLABLES!***

- Plastic bags and collapsible containers for collection of both food waste and recyclables are provided for you so that you and your guests can easily do the separation. If the amount of either garbage or recyclables fills the containers, the excess must be placed in the owner's personal containers.

- Upon completion of the event, leave the Recreation Center key in the microwave.

*NOTE: You are responsible for the building until final inspection by the HOA's maintenance service or an HOA Board Member.*

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 Owner _____Date _____

Date Deposit Received _____ Date Deposit Returned _____