

ANDALUSIA HOMEOWNERS ASSOCIATION

Matt Cano , Recreation Center Manager

Email: mcano1107@gmail.com

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 of Use _____

Purpose of Reservation _____

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

Number of people expected (*maximum 35*) _____

(Note: Guests must only park in Guest spaces, not in any numbered space. Guests parking in numbered spaces will be subject to towing. If Guest parking is not adequate, contact Greg Zarski for alternatives.)

- The Recreation Center may be reserved for private functions by completing and returning this form along with both a \$75 usage fee and a \$150 refundable deposit to the Recreation Center Manager at least one week before the requested reservation date. The usage fee and deposit must be on separate checks, and both should be 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.

- This reservation is for the Recreation Center **only**. Any use of the pool and spa area inside the gated fence by your guests during this event is **strictly prohibited**. The pool and spa area may not be exclusively reserved.
- 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. *Please: no pushpins in the interior 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 heating or air conditioning are turned off, and doors and windows are closed and locked. Bathrooms must be cleaned up and doors closed and locked. Users of the facility are expected to complete their event by 9PM, and complete cleanup and vacate no later than 10:30PM. Failure to do so will result in forfeiture of your deposit.
- Owner or Tenant reserving the Recreation Center agrees to **separate clean recyclable materials** (glass, paper, plastic, aluminum) **from food waste and food-contaminated containers**. ***THERE IS NO EXCEPTION TO THIS REQUIREMENT. Failure to adhere to this requirement will result in forfeiture of your deposit.***
 - ❖ **Clean recyclable** materials (glass or plastic bottles, aluminum cans, paper or cardboard with no food residues) are to be placed in a plastic bag and put into the **gray** recycling container.
 - ❖ **Food waste and food-contaminated containers** are to be placed in a **separate compostable** plastic bag and put into the **green** organics containers behind the Recreation Center. ***DO NOT MIX FOOD WASTE WITH CLEAN 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. I 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 _____

Signature of Tenant _____ Date _____

Date Deposit Received _____ Date Deposit Returned _____