

PRESCOTT GLEN CLUBHOUSE RESERVATION AGREEMENT

HOMEOWNER'S NAME: _____

ADDRESS: _____

PHONE NUMBER(S): _____ HOME _____
CELL _____

RESERVATION DATE: _____ TIME OF RESERVATION: FROM: _____ TO _____

TYPE OF FUNCTION: _____

NUMBER OF GUESTS: _____

By signing, you are acknowledging receipt of this Agreement, review and acceptance of the clubhouse rental responsibilities (on separate form). The Prescott Glen resident must be present during the rental of the clubhouse. Violation of clubhouse responsibilities will result in forfeiting your security deposit of \$200. This includes: (1) the clubhouse must be left clean at the end of your rental; (2) the floors must be vacuumed & mopped; (3) furniture in main room, folding tables & chairs and kitchen area put back where it belongs; (4) tables, countertops and kitchen sinks cleaned; (5) trash cans emptied; (6) and all doors locked (2 locks per door). Please do not lock the deadbolt on the door that leads from the kitchen into the bathroom area. ****No tape, staples, thumb tacks, etc. are to be used on the freshly painted walls.**** You will need to provide your own trash can bags, cleaning supplies and when leaving, please make sure the thermostat is set to the specified temperature that is listed on the sign posted next to the thermostat.

SIGNATURE: _____ DATE: _____

DEPOSIT: Please issue one check for \$200 to cover security deposit made payable to Prescott Glen HOA. Check will either be returned to you or voided out upon inspection of clubhouse after your rental.

RENTAL FEE: Please issue one check for \$50 to cover the rental fee made payable to Prescott Glen HOA. This is a non-refundable fee, unless reservation is cancelled 7 days prior to event. The \$50 is for a rental time of 4 hours only, a charge of \$10 per hour is available thereafter if needed.

CHECKS TO: Give checks to Terri Cleary at 208 Lothrop Hill Road (808-8339) during January to June. Give checks to James Neary at 108 Alcott Court (586-2944) during July to December.

CONFIRMATION: Reservations are confirmed by receipt of security deposit, rental check and this Clubhouse Reservation Agreement. Residents **MUST** be current with HOA dues in order to rent the clubhouse.