

Date\_\_\_\_\_

## Sierra Morado Community Association Clubhouse Rental Request Form

Name of Person (Applicant) requesting the event: \_\_\_\_\_

Address in community: \_\_\_\_\_

Mailing address (if different): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

\*Requested Event Date\_\_\_\_\_

Requested Event Time\_\_\_\_\_

\*Verify date is available on the clubhouse calendar located at <http://sierramorado.pamcohoa.com>

\*Access card # (last five digits): \_\_\_\_\_

\*You will need a working access card for your rental

\$150.00 deposit required, all or part may be refunded after inspection by a representative of Sierra Morado Association. Two separate checks, money orders or cashier's check are due at the time of submitting this completed form. One check for the refundable security deposit and one for the rental fee. Checks are to be made out to: Sierra Morado Homeowners Association. We cannot accept cash or credit cards for the reservation fees. If using a money order or cashier's check, please leave the information blank on security deposit.

**NOTE-Date will not be held until completed rental form and payment has been received by management.**

Total rental hours requested\_\_\_\_\_

3-hour block- \$50

6-hour block- \$100

All Day- \$200

Additional hour- \$25 (must be reserved in advance)

**\*Set up and clean up time is included in your requested block of time. There is a penalty fee for any reservation that goes over their allotted time. \$50 for the first hour, \$75 for each additional hour**

Number of people expected (Max capacity 124) \_\_\_\_\_ Estimated Vehicles\_\_\_\_\_

I have read and will comply with the Clubhouse Rules and Regulations. I hereby request the use of the Sierra Morado clubhouse facility and understand I will be liable for all guests and any loss of, or damage to, the property and/or equipment. The number of guests will not exceed 124 total persons at any time. I will supply all additional supplies and equipment for clean-up. Furthermore, I understand that my signature on this rental request form serves as my commitment to uphold all clubhouse rules and regulations as well as all laws addressed by the Arizona Revised Statutes. It is my responsibility to ensure all individuals attending my event abide by the same and that I will be held responsible for any and all costs associated with violating said rules, regulations and/or laws. I also understand that I will be held financially liable for any and all damages associated with my clubhouse rental.

Resident's Signature (REQUIRED) \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Retain for your records

## **Clubhouse Rules and Regulations**

The Clubhouse is available to community members of the Sierra Morado Homeowners Association for private social functions. To reserve the Clubhouse the Applicant should contact the Management Company well in advance of your function to ensure your reservation. The Applicant for the reservation will be responsible for any damage to the premises occurring during their use of the Clubhouse, including, but not limited to, damage to any furniture or fixtures.

Jumping Castles are allowed in the grass area on the North side of the Clubhouse, between the Clubhouse and walkway.

There are 6 large round tables, 5 small high-top round, 6 large rectangle tables, 1 small rectangular and 60 chairs available for your use.

### **A. RESERVING THE CLUBHOUSE BY HOA MEMBERS:**

1. A "Clubhouse Rental Request Form" must be completed, signed and returned to the Management Company at the time of reservation request with the appropriate fees.
2. An Event Use Checklist will be provided for the Applicant that will be completed by same and placed in the dropbox after the completion of the cleanup following the event.
3. Please use blue painters' tape to attach items to walls and doors. **Do not use pins, tape or any other fastener which could damage walls. Remove all tape at the conclusion of your event.**
4. A no show for a scheduled time will result in the forfeiture of the rental fee. Security deposit will be returned.
5. The clubhouse is only available to be reserved by members of the community. Your account must be in good standing for use of this amenity.

### **B. PROCEDURES DURING THE EVENT:**

1. Events shall not begin before the time as specified in the Clubhouse Rental Agreement, except by prior consent of the Management Company; and shall terminate at the time specified in the Clubhouse Rental Agreement, but no later than 10:00p.m. unless previously requested.
2. The Applicant reserving the clubhouse must be in attendance at all times during the event. The Applicant and or Property Owner is responsible for the conduct of all guests.
3. All vehicles must be properly parked in spaces provided. Improperly parked vehicles may be towed at the owner's expense.

4. The swimming pool and pool deck area are for the Sierra Morado community and cannot be reserved as part of the clubhouse function.

5. The doors of the clubhouse and restrooms must not be propped open at any time.

6. The Applicant is responsible for preventing the serving of alcohol to minors. The Applicant shall hold the HOA harmless from any and all liability or damage resulting from the actions of an intoxicated guest.

7. No pets are permitted in the Clubhouse.

8. No smoking is allowed within the Clubhouse or anywhere on the property.

9. Music may be played during events provided it is not audible outside the immediate clubhouse vicinity and must be terminated by 10:00PM.

**C. PROCEDURES AT THE CONCLUSION OF THE EVENT:**

1. The Event Use Checklist shall be completed and placed in the dropbox outside the onsite office door.

**D. PROCEDURES FOLLOWING THE EVENT:**

1. Cleaning the Clubhouse is the responsibility of the Applicant and shall be completed no later than the date and time indicated in the Clubhouse Rental Agreement. An authorized representative will inspect the premises for violation and review the completed Checklist. Non-compliance with any of the Checklist items will result in billing the Applicant to have the items satisfactorily completed and/or forfeiting all or part of the security deposit.

2. The Applicant and/or Property Owner reserving the Clubhouse is responsible for payment or replacement cost for all items damaged or lost as a result of or occasioned by the Applicant's use of the property. This may result in forfeiting of the entire security deposit if damages exceed the amount of the security deposit. The renting party will be held responsible and will be billed accordingly.

3. It is the responsibility of the Applicant to ensure the repairs or replacement of all Clubhouse property damaged during a private event is completed as soon as possible. The Association will make the repairs and bill back the Applicant should the repair costs exceed the amount of the forfeited deposit.

**E. GENERAL RULES:**

1. The Association may sponsor Sierra Morado community events on dates not booked by private events at no charge. In the event damage occurs at an Association sponsored event, the person or persons causing the damage will be held responsible for the repairs.

2. An individual may be denied use of the Clubhouse for any of the following reasons:

- History of negligence concerning Clubhouse rules, policies or procedures.
- Other reasons deemed substantial by the Board.
- The Board may suspend a Member from use of the Clubhouse if the Members Association Assessments (dues) are not current.

**F. LIABILITY AND INDEMNITY:**

The Applicant agrees to conduct the event in and around the Sierra Morado Clubhouse facility in a careful and safe manner. As a material part of the consideration to the Association, the Applicant hereby assumes all risk of damage to and loss or theft of property, an injury or death to person's related in whole or in part to Applicant's use or occupancy of any portion of the Sierra Morado Clubhouse facility or any of its contents from any use whatsoever-whether in whole or in part, and Applicant hereby waives all claims in respect thereof against Sierra Morado Association. Applicants shall indemnify, defend and hold harmless SierraMorado Association and all of its employees, agents and representatives from any and all claims, demands, suits, actions, proceedings, losses, costs and damages of very kind and description, including any attorney's fees and/or litigation expenses, which may be brought or made against or incurred by Sierra Morado Association on account of loss or damage to any property and for injury to or death of any person arising out of act or omission by Applicant, its employees, agents, representatives or subcontractors, or otherwise arising out of such use of the Sierra Morado Clubhouse facility, or arising out of worker's compensation claims or unemployment disability compensation claims or employees of Applicant or out of claims under similar such laws.

**G.CANCELLATION POLICY:**

Cancellations not received in writing at least **two weeks** prior to the scheduled event are subject to a cancellation policy of 50% of the rental fee. Events scheduled within two weeks are also subject to this fee if canceled.