

**AEGEAN HEIGHTS HOMEOWNERS ASSOCIATION
CLUBHOUSE RESERVATION FORM**

DATE OF APPLICATION: _____ DATE OF EVENT: _____

Homeowner's Name _____ Tenant's Name _____

Address: _____

Phone: _____ Tenant Phone: _____ Number of Guests _____

Complete Description of the Event: _____

TIME: From: _____ To: _____ AGE RANGE OF GUESTS _____

THIS CLUBHOUSE RESERVATION FORM MUST BE RETURNED TO TSG PROPERTY MANAGEMENT ACCOMPANIED BY THE DEPOSIT AND RENTAL CHECKS NO LATER THAN FOURTEEN (14) DAYS PRIOR TO THE CLUBHOUSE RENTAL DATE OR THE RESERVATION WILL BE CANCELED AND/OR DENIED. NO EXCEPTIONS WILL BE MADE.

ACKNOWLEDGMENTS: I hereby acknowledge receipt of the Rules and Regulations for the Clubhouse and further acknowledge I have read and fully understand and agree to abide to same. I further acknowledge that I am renting only the Clubhouse and no other portion of the Recreation Center including the pool nor wading pool will be used by me or my guests at any time.

RENTAL FEE: I acknowledge that the \$75.00 Rental fee is non-refundable unless the event is canceled AT LEAST TWENTY-FOUR (24) HOURS IN ADVANCE.

KEY RETURN: Failure to return the key or make arrangements to return the key within 24 hours will result in a \$20.00 charge per day or fraction of a day until the key is returned.

SECURITY DEPOSIT: I acknowledge that the \$500.00 security deposit is REFUNDABLE if the facility is left clean with no damages. I further acknowledge that the \$500.00 security deposit is NON-REFUNDABLE if the facility is not left clean with no damages and/or if myself and/or my guests do not abide by the rules.

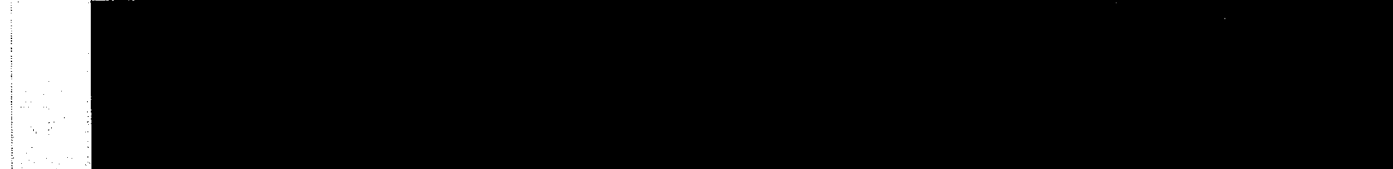
I hereby agree that as a responsible adult Homeowner I will be present at all times during the event and will be responsible for the conduct of my guest(s)/tenant(s) and any and all damages. I am aware that NO ALCOHOLIC BEVERAGES MAY BE SERVED WITHOUT PROPER SECURITY.

Homeowner's Signature

TWO SEPARATE CHECKS FOR \$75.00 AND \$500.00 PAYABLE TO:
AEGEAN HEIGHTS HOMEOWNERS ASSOCIATION

RETURN SIGNED FORM(S) TO:
AEGEAN HEIGHTS HOMEOWNERS ASSOCIATION
C/O Ronald Bryant
24686 Vesta
Mission Viejo, CA 92691

Note: The check for \$500 will be held and shall not be deposited until such time as the second walkthrough is completed and to determine if there are damages cause by this event. If no damages are identified, then check will be returned to Homeowner.



You are encouraged to support these rules and regulations in order to help keep our community pleasurable, maintain property values, keep common area maintenance fees to a minimum, and ensure that the creation facilities are safe.

Remember, it is your responsibility to report offenses that jeopardize our common well-being to the Board of Directors. Reports will be well received and acted upon. The Board of Directors is committed to seeing that the Rules and Regulations will be observed.

1. All facilities must be used under agreements and conditions established by the Board of Directors. The application form for using the facilities can be acquired from TSG Independent Property management. *The form must be filled out and signed by a mature Association member, 21 years or older, who is in good standing.* This member must be in attendance at all times during the event, and is responsible for key pickup and return.
2. *The reservation form must be filled out and submitted no later than fourteen (14) days prior to the event* accompanied by the \$500.00 deposit, and \$75.00 nonrefundable rental fee. Any damage, breakage, or theft that occurs during a private function will be reimbursed to the Association out of the \$500.00 security deposit, if this amount is insufficient to cover the damages, the homeowner who reserved the clubhouse will be charged and will be held liable for the full amount and value of such damage, breakage or theft. **Homeowner further agrees that he/she assumes full responsibility for damages to Clubhouse from the time the Key is accepted by Homeowner to the time the Key is returned to Property Management.**
3. Prior to date(s) of event, Homeowner and Property Management will conduct a "Walkthrough" to identify any damages the Clubhouse has previously sustained so as not to assign responsibility to Homeowner completing this agreement for the event and date(s) requested. A second "Walkthrough" will be conducted by the Homeowner and Property Management to identify any damages to Clubhouse sustained and assigned to the event on the date(s) requested. If there is a dispute as to assessment of damages, then the matter will be presented to the Board of Directors and they shall have full authority for settlement.
4. Arrangements must be made to return the key(s) to the clubhouse within 24 hours of the event. Failure to return the key or make arrangements to return the key within this 24 hour window, will result in a charge of \$20.00 per day until the key is returned, these charges will be deducted from the \$500.00 security deposit.
5. Facility hours are: Sunday through Thursday: 9:00 A.M. to 8:00 P.M. However, activities must cease by 8:00 P.M. with the premises vacated by 9 P.M. The only exception will be when the following day is a holiday. Then the hours will be the same as for Friday and Saturday. Friday and Saturday: 9:00 A.M. to 9:00 P.M. All music on Friday and Saturday must cease at 9:00 P.M.
6. **NO ALCOHOLIC BEVERAGES MAY BE SERVED.** If you plan to serve alcohol, you must state this in your application, make arrangements for a security guard to be present and show proof of this at the time the clubhouse key is picked up. This is mandatory per new laws. A fine in the amount of \$200.00 may be assessed and forfeiture of your deposit if you are not in compliance with this rule.

7. Loud and boisterous conduct shall not be permitted and at the discretion of either the adult resident sponsor or Board of Directors, the function may be stopped, guests asked to leave and any deposits forfeited. Music will be confined to the clubhouse interior and should not be heard outside the clubhouse.
8. Youth activities should include 1 adult per 10 minors age 12 and under. Two on-premises chaperons must accompany activities for ages 13 through 20.
9. Supplies you will need to bring with you are: cleaning rags, can opener, broom, ice and all other supplies appropriate to your event. A **microwave oven, refrigerator, chairs and tables are provided.** All other supplies are to be furnished by the homeowner. Trash is to be bagged, removed from the room and taken borne.
10. Make sure all facilities are turned "**OFF**" (including lights, heat/air-conditioning and any and all appliances that may have been used). **Securely lock all doors and gates when leaving.**
11. The Board of Directors reserves the right to amend these Rules and Regulations at any time.

I AGREE TO COMPLY WITH ALL RULES AND CONDITIONS STATED ABOVE.

Signature:

Date:

Print Name:

Property Address