

Shady Hollow Community Center Reservation Form

Date of Event: _____ Time: **Start** _____ AM / PM **End** _____ AM / PM
**Include set up and clean up time*

Circle the room requested: East - Capacity 81 seated, 175 meeting
8 square 3' x 3' & 12 rectangle 6' x 3' tables

West - Capacity 95 seated, 203 meeting
8 square 3' x 3' & 12 rectangle 6' x 3' tables

Member Name(s): _____

Address: _____ Email: _____

Phone Numbers: Home: _____ Work: _____ Other: _____

Description of Event: _____

Number of Guests: Adults _____ Minors _____ (15 minors to 1 adult ratio required)

I understand that I am required to pay a \$25.00 fee for the first 3-hour block plus \$25 for each additional 2 hours **per room** and put up a \$275.00 **per room** Security Deposit. The Security Deposit will be held in the SHHOA Office and returned to me after the SHHOA Manager has determined that there is no damage to the facilities, cleanup has been accomplished in accordance with the directions below and the key returned.

By signing this form, I certify that I have read and understand this agreement; its policies and instructions contained herein and accept complete financial responsibility for damages in excess of the deposit. I also certify that this is a personal event not for business purposes and that I will be in attendance and present at all times and that I am fully responsible for the set-up and clean-up of the building. I am not reserving the building as a favor for a non-member of the Association. I am the primary host of this event.

Signature Date Key # Initial pick up of key

GENERAL INFORMATION

RESIDENT(S) is responsible for the care of the premises, appliances and furnishings and for all damages caused by accidental, negligent or wrongful acts by RESIDENT(S) or RESIDENT'S guest(s). RESIDENT(S) agree(s) to reimburse Shady Hollow HOA for all losses, breakage or damage to the premises, appliances and furnishings that occur during RESIDENT'S use of the premises, including the costs to repair and/or replace all such losses, breakage or damage. RESIDENT(S) further agree(s) to pay all reasonable costs, attorney's fees and expenses that shall be made or incurred by the Shady Hollow HOA in enforcing this agreement. Users of the Community Center should leave the premises in the same condition in which they were provided use of the facility. Leaving the doors unlocked or no return of the key will result in an automatic forfeit of the deposit.

WHO MAY RESERVE AND TYPES OF EVENTS ALLOWED

1. MEMBERS MAY NOT RESERVE THE BUILDING FOR A NONMEMBER OF THE ASSOCIATION. THE MEMBER MUST BE THE PRIMARY HOST OF THE FUNCTION. THE MEMBER MUST CERTIFY THEY WILL BE IN ATTENDANCE AND PRESENT AT ALL TIMES. THE MEMBER IS FULLY RESPONSIBLE FOR THE SET-UP AND CLEAN-UP OF THE BUILDING.
2. MEMBERS IN GOOD STANDING MAY REQUEST TO SCHEDULE THE FACILITY. HOWEVER, MEMBERS WHO HAVE NOT PAID DAMAGES ASSESSED FROM PRIOR USE MAY NOT SCHEDULE AN EVENT UNTIL DAMAGES ARE FULLY PAID. A SECOND OCCURRENCE OF THIS NATURE WILL REQUIRE THE HOMEOWNERS TO PAY A \$500 DEPOSIT. A THIRD OCCURRENCE WILL BAR THE HOMEOWNER FROM SCHEDULING THE COMMUNITY CENTER FOR ANY EVENTS. A HOMEOWNER MAY APPEAL TO THE BOARD TO HAVE SCHEDULING PRIVILEGES REINSTATED.
3. THE COMMUNITY CENTER MAY BE SCHEDULED FOR PERSONAL, SOCIAL AND COMMUNITY EVENTS. EVENTS MUST BE IN GOOD TASTE AND REFLECT THE GENERAL STANDARDS OF SHADY HOLLOW. THE GENERAL MANAGER WILL CONSIDER EACH REQUEST AND REFER UNUSUAL REQUESTS TO THE BOARD OF DIRECTORS. MEMBERS WHO ARE REJECTED BY THE GM FOR USE OF THE COMMUNITY CENTER MAY APPEAL THE DECISION TO THE BOARD.

HOW TO MAKE A RESERVATION

1. RESERVATIONS ARE MADE BY COMPLETING A RESERVATION APPLICATION FORM IN PERSON AT THE ASSOCIATION OFFICE. THE "FIRST COME, FIRST SERVED" RULE APPLIES. A \$25.00 FEE FOR THE FIRST 3-HOUR BLOCK PLUS \$25 FOR EACH ADDITIONAL 2-HOURS PER ROOM AND A DEPOSIT OF \$275.00 PER ROOM IS REQUIRED FOR ALL EVENTS. THE RESERVATION IS NOT CONFIRMED UNTIL THE RESERVATION FORM IS COMPLETED, AND THE DEPOSIT IS MADE.
2. THE TIME PERIOD FOR THE REQUESTED EVENT MUST INCLUDE THE TIME FOR SET-UP AND CLEAN-UP. HOURS OF AVAILABILITY ARE: 7:00 AM TO 10:00 PM - MONDAY THRU THURSDAY 7:00 AM TO MIDNIGHT – FRIDAY, SATURDAY & SUNDAY

EVENT LIMITS PER YEAR

1. A MEMBER MAY RESERVE THE USE OF THE COMMUNITY CENTER 2 TIMES DURING THE CALENDAR YEAR AS PART OF THEIR FAIR SHARE ACCESS TO THEIR AMENITIES AT A RATE OF A \$25.00 FEE FOR THE FIRST 3-HOUR BLOCK PLUS \$25 FOR EACH ADDITIONAL 2-HOURS PER ROOM. IF BOTH ROOMS ARE RESERVED FOR ONE EVENT IT CONSTITUTES THE RESIDENTS 2 USES. (NOTE: RESIDENTS WILL NOT BE ALLOWED TO COME IN THE EVENING BEFORE THEIR BOOKED EVENT TO DECORATE OR SET-UP EARLY WITHOUT PRIOR PERMISSION FROM THE HOA OFFICE. DOING THIS WILL CONSTITUTE AN ADDITIONAL USE OF THE FACILITY FOR THE RESIDENT RESERVING THE COMMUNITY CENTER AND COULD INCUR ADDITIONAL CHARGES FOR THE RESIDENT.)
2. ADDITIONAL EVENT TIMES MAY BE BOOKED ON A SPACE-AVAILABLE BASIS FOR A FEE OF \$50 PER HOUR PER ROOM. THESE ADDITIONAL EVENTS MAY NOT BE SCHEDULED ANY EARLIER THAN 30 DAYS PRIOR TO THE EVENT TO ALLOW FOR FAIR ACCESS TO ALL MEMBERS WHO HAVE NOT YET SCHEDULED FOR THAT YEAR.
3. CONSECUTIVE DAYS BOOKINGS WILL BE ALLOWED UNDER THE FOLLOWING CONDITIONS.
4. AN EVENT MAY BOOK 1 ROOM FOR 2 DAYS IN A ROW FROM 7 A.M. - 10 P.M. WEEKDAYS OR 7 A.M. - MIDNIGHT ON WEEKENDS. THIS CONSECUTIVE DAY EVENT WILL BE CLASSIFIED AS THOSE MEMBERS 2 USES OF THE FACILITY FOR THAT CALENDAR YEAR. THERE WILL BE NO OVERNIGHT OCCUPATION OF THE BUILDING FOR THESE CONSECUTIVE DAY BOOKINGS.
5. RESERVATIONS FOR A ROOM FOR AN EVENT WILL NOT BE ACCEPTED ANY EARLIER THAN 180 DAYS OR (6 MONTHS) PRIOR TO THE EVENT.

EVENT CANCELLATIONS

1. CANCELLATION OF A RESERVATION MUST OCCUR NO LESS THAN 30 CALENDAR DAYS (1 MONTH) PRIOR TO THE DATE OF THE EVENT TO NOT BE COUNTED TOWARD THE MEMBERS' USE FOR THAT YEAR.
2. IF THE EVENT IS A FOR FEE EVENT, ANY CANCELLATIONS THAT OCCURS WITHIN THE 30 DAYS PRIOR TO THE EVENT WILL CAUSE THE FORFEITURE OF THE DEPOSIT FOR THAT EVENT. A NO SHOW (SOMEONE WHO DOES NOT USE THE RESERVED ROOM FOR THEIR SCHEDULED EVENT TIME) WILL BE CLASSIFIED AS AN EVENT THAT USED THE RESERVED ROOM AND THE FULL BOOKING FEE OR THE DEPOSIT AMOUNT (WHICHEVER IS THE HIGHEST) WILL BE CHARGED."

ELIGIBILITY & AUTHORITY TO USE

1. THE MEMBER THAT HAS THE AUTHORITY TO USE THE FACILITY FOR AN EVENT IN THE HOUSEHOLD INCLUDES: THE OWNER/OWNERS OF THE PROPERTY, THE RESIDENT SPOUSE/PARTNER OF THE OWNER OR THE RESIDENT ADULT RENTERS THAT ARE LISTED ON THE RENTAL AGREEMENT FOR THE PROPERTY (IF THE MEMBER HAS SIGNED OVER THE RIGHTS TO THE AMENITIES).

KEY PICK UP

1. FAILURE TO PICK UP YOUR KEY DURING THE DESIGNATED OFFICE HOURS WILL COUNT AS A USE OF THE AMENITIES WHETHER OR NOT YOU GAIN ACCESS TO THE BUILDING.
2. THE ASSOCIATION WORKS TO ENSURE THAT MEMBERS HAVE SEVERAL OPTIONS FOR PICKING UP THE KEYS TO THE COMMUNITY CENTER FOR RESERVED EVENTS. IF FOR SOME REASON THE KEY IS NOT PICKED UP FOLLOWING ONE OF THESE PICK-UP OPTIONS THE BOARD HAS NOT AUTHORIZED ADDITIONAL STAFF TIME FOR AFTERHOURS DELIVERY.

OTHER POLICIES

1. OUTLINE OF SPECIFIC INSTRUCTIONS AND ADDITIONAL POLICIES FOR COMMUNITY CENTER USAGE, E.G. LIGHTS, DOORS, CLEAN UP, EQUIPMENT, ETC., ARE AVAILABLE AT THE ASSOCIATION OFFICE.
2. SMOKING IS NOT PERMITTED IN THE BUILDING.
3. SPECIAL EFFECT MACHINES, SUCH AS FOG MACHINES, BUBBLE MACHINES, ETC. ARE NOT PERMITTED INSIDE THE BUILDING.
4. ALCOHOL MAY BE CONSUMED AT AN EVENT. THE MEMBER MAKING THE RESERVATION IS RESPONSIBLE TO ENSURE THAT ALL APPLICABLE LAWS ARE ADHERED TO IN CONNECTION WITH THE SERVING AND CONSUMPTION OF ALCOHOL.
5. ACTIVITIES THAT ARE ILLEGAL OR GENERALLY CONSIDERED CONTRARY TO THE PUBLIC PEACE ARE NOT PERMITTED AND MAY BE HALTED IN PROGRESS, IF NECESSARY, BY LAW ENFORCEMENT AUTHORITIES, OR OFFICERS OR AGENTS OF THE ASSOCIATION.
6. ALL EVENTS MUST HAVE A RESPONSIBLE ADULT PRESENT AT ALL TIMES. THIS PERSON MUST HAVE BEEN IDENTIFIED ON THE RESERVATION APPLICATION AND THAT MEMBER MUST BE PRESENT AT ALL TIMES. EVENTS FOR MINORS UNDER 21 YEARS OF AGE, NEED A MINIMUM 15:1 MINOR-ADULT RATIO.
7. PARKING IS ALLOWED ONLY IN DESIGNATED AREAS. PARKING IS EXPRESSLY FORBIDDEN ON THE LAWN.
8. BOUNCY HOUSES THAT REQUIRE STAKES IN THE GROUND ARE NOT ALLOWED ON THE LAWN BEHIND THE COMMUNITY CENTER. THEY MAY ONLY BE USED IN A GRASSY AREA AT THE VERY BOTTOM OF THE LOWER PARKING LOT.