

Casa del Lago

Deer Lake Homeowners Association, Inc.

Club House Reservation Form

Name: _____ Phone: _____

Address: _____ Email: _____

Insurance number: _____

Driver's License Number: _____

I/We request to reserve the Casa de Lago Club House for the following date and time:

Date: _____ Times: _____

The purpose for the reservation is: _____

The Projected number of Attendees: Less than 50 persons _____ \$100 usage fee
50 or more persons _____ \$150 usage fee

The following activities and vendors will be included in this event:

Circle all that apply: Alcoholic Beverage | Food & Beverage Services | Band/DJ | P.A. System

Other please specify: _____

Please make the two checks payable to Deer Lake Homeowners Association.

Payment of \$250.00 dollars (refundable damage deposit) - Check No. _____

For Under 50 persons a \$ 100.00 dollars (non-refundable club usage fee) - Check No. _____

For 50 or More persons a \$ 150.00 dollars (non-refundable club usage fee) - Check No. _____

The \$250.00 deposit will be returned provided no damage is present after function (7 days).

Violation of the Clubhouse rules may result in the forfeiture of the refundable damage deposit.

Use of the clubhouse the day prior to set up or the day after the event to clean up will incur \$50 per day additional usage charge which will be deducted from the security deposit.

I hereby agree to follow all rules written for the clubhouse and pertaining to all of the surrounding facilities. **I understand that it is against the rules to move the pool tables at any time.** I

further understand I am responsible for all damages that may occur due to me, my guests and/or vendors during the period date: _____ time: _____.

I consent to permit the association to check the room for cleanliness and or damage prior to the refund of the damage deposit which may be forfeited if the room is not found in the same condition presented to me.

Owner/Resident Date

Approved by: Date .

Clubhouse Rental Rules:

1. The clubhouse will be rented to **HOMEOWNERS** (including APPROVED HOMEOWNER TENANTS).
2. Homeowners may rent the facility for \$100 per event, plus a \$250 damage deposit for a party that does not exceed 50 people. For a party of 50 or more people, the rental fee will be \$150 for the event, plus a \$250 damage deposit. If the facilities are returned to their original condition, the \$250 deposit will be reimbursed. If professional carpet cleaning is required after the party, the HOA will schedule and deduct the cost of the cleaning from the deposit. An additional charge may be incurred and deducted from the Damage Deposit of \$50.00 for using the Clubhouse to set up or decorate the day prior to the day of the Party event or for any day following the event that is used to restore the clubhouse condition to clean up from the Party.
3. In order to rent the facilities, you must contact the designated Clubhouse Committee member, complete a rental form, and submit two checks made out to “Deer Lake Homeowners Association” one for the Rental Fee and the second for the Damage Deposit. The rental request forms and Clubhouse Committee contacts can be found at www.mycasadellago.com
4. Clubhouse rental **DOES NOT** include or imply exclusive use of recreational areas including the swimming pool, spa, tennis courts, basketball courts, or parking lot.
5. Rental availability is on a first-come-first-served basis. Scheduled clubhouse activities are posted on the bulletin board at the entrance to the clubhouse and on the web at www.mycasadellagoa.com
6. The following dates may be available for the rental of the Clubhouse by any individual if **NOT** used by a community event: New Year’s Eve, New Year’s Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day.
7. Clubs recognized by the Board of Directors have priority use, including but not limited to the Card Clubs, Book Club, and Travel Club.
8. No business or commercial activities are to be conducted in the Clubhouse.
9. If Casa del Lago homeowners desire to hold functions involving children: one adult must be present for every 5 children ages 1-12; and one adult is required for every 10 children ages 13-17.
10. Any decorations added to the Clubhouse must be removed and leave no damage or marking. Painter’s tape may be used as needed.
11. During the hours of the event, the Fitness Room may not be used for any purpose.

Violations of any of these rules may result in denial of future clubhouse rental privileges.

CONDUCT YOURSELF ACCORDINGLY.

Clubhouse Clean-up Checklist

Items to bring to clubhouse when holding an event:

Vacuum

Broom

Mop

Window cleaner

Surface cleaner

Paper towels

Dish detergent

Garbage bags

Ensure the following are completed before concluding your rental:

Clean all surfaces with window or surface cleaner, including windows, tables, counter tops

Ensure all decorations have been removed and disposed of properly

Sweep and mop kitchen, front entrance, bathroom and hallways

Vacuum carpet

Return bathrooms to original condition

Empty bathroom garbage cans

Clean appliances used, including microwave, fridge, oven, sink, and dishwasher. **DISHWASHER MUST BE EMPTIED!!!!**

ALL GARBAGE MUST BE REMOVED FROM CLUBHOUSE – THERE IS NO TRASH SERVICE FOR THIS LOCATION – IT MUST BE TAKEN BACK TO YOUR HOME FOR PICK UP