

**ADRIEL HILLS CONDOMINIUM ASSOCIATION  
CLUBHOUSE & BARBEQUE AREA RESERVATION AGREEMENT**

The clubhouse & barbeque area are for private, personal use by Adriel Hills residents as authorized below.

**THIS AGREEMENT**, between Adriel Hills Condominium Association and \_\_\_\_\_,  
homeowner, for use of:

**Clubhouse:** (includes two party rooms, kitchen, and upper deck) **\$25**

**Barbeque and Fire Pit Area: \$25** (Reservation required for exclusive use and/or 11 or more persons)

**Both Areas: \$50**

**NOTE: NEITHER THE POOL NOR THE RECREATION ROOM MAY BE RESERVED FOR EXCLUSIVE USE.**

I plan to personally host a private function of approximately \_\_\_\_\_ persons on \_\_\_\_\_ 20\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_. I understand this time frame includes both set up and clean up.

Type of function: \_\_\_\_\_

**RESPONSIBILITIES:** I, the undersigned, agree to accept responsibility and liability for the conduct of all guests, and to adhere to the Rules and Regulations regarding Clubhouse and Barbeque Area use (copy attached). This includes but is not limited to:

1. Decorations, kitchen utensils and supplies must be provided by the undersigned.
2. Cleanup procedures must be adhered to as outlined in the attached rules.
3. All furniture must be returned to its original position.
4. Leave Clubhouse area (including parking area) in the same condition as prior to function.
5. Lower level of the Clubhouse is to always remain open for use by all homeowners.
6. Use of the swimming pool and/or hot tub requires advance Board approval and is not part of this agreement.
7. The maximum number of people in attendance must not exceed 75.
8. **If necessary, turning A/C ON AND OFF PRIOR TO AND AFTER FUNCTION. (Obtain instructions from office).**

**LIABILITY:** I, the undersigned, agree to be liable for:

1. Any damage or theft caused by those in attendance.
2. Any and all personal injuries or damage to personal property occurring at the private function.
3. If, for convenience, the undersigned chooses to allow the Clubhouse to remain unlocked during the function, he/she assumes financial responsibility for any theft or damage done in the entire clubhouse and pool area during the reservation hours.

**DEPOSIT:** I, the undersigned, agree to remit with this letter:

1. A deposit of One Hundred dollars (\$100.00). It is understood that any violation of the terms of the reservation agreement can result in forfeiture of the deposit.
2. A nonrefundable usage fee as outlined above for the specific area(s) reserved.
3. If reservation is not cancelled 48 hours prior to function date, fee may be retained.

In consideration of the use of the Clubhouse and/or Barbeque Area, I accept the conditions and responsibilities set forth in this agreement. I HAVE READ, UNDERSTOOD, AND RECEIVED A COPY OF THE RESERVATION RULES & CLEANUP PROCEDURES. **(Retain attached pages prior to submitting signed agreement)**

\_\_\_\_\_  
HOMEOWNER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
UNIT ADDRESS

Revised: 7/18/2016

|   |
|---|
| <b><u>Office Use Only:</u></b><br>Deposit Received: _____<br>Fee Received: _____<br>Deposit Returned: _____ |
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## CLUBHOUSE & BARBEQUE AREA RESERVATION RULES

1. Reservations are required for use of the clubhouse. The usage fee varies depending on number of attendees expected at the reserved function. The barbeque area may be used without reservation for fewer than ten (10) persons and residents are willing to share the area. Exclusive use and eleven (11) or more persons will require a reservation.
2. Reservations will be made on a first come-first served basis and are by residents for their personal use only. Priority is given to Association meetings and special functions.
3. Reservations must be made 24 hours prior to the date of all functions.
4. **There is a stand-alone sign in the boiler room that can be used to direct other residents to use the front entrance during the private functions. Please put sign back in boiler room after function. (NEW!)**
5. A damage deposit of \$100.00 must be paid at the time of reservation in order to hold the requested date. The deposit is to be in the form of a check made payable to the Adriel Hill Condominium Association. Upon favorable inspection after the reservation period, the deposit will be refunded. The usage fee allows for reservation periods up to six (6) hours is to be paid separately from the deposit. If a reservation is not cancelled 48 hours prior to function date, the usage fee may be retained.
6. Commercial use of the clubhouse or barbeque area is strictly prohibited.
7. All functions must be terminated and cleanup accomplished no later than 10:00 p.m. unless prior arrangements are made in advance with management. **IF AC HAS BEEN TURNED ON, PLEASE TURN OFF AFTER EVENT.**
8. At the time of reservation, an agreement shall be signed accepting liability for any damage or theft caused by those in attendance at the function. The reserved area(s) must be completely cleaned prior to leaving the clubhouse, and all furniture, etc., placed back in the original position. Noncompliance or misuse of the reservation procedure or the facilities will result in a fine of appropriate amount that will be withheld from the deposit, as well as temporary or permanent loss of use privilege.
9. Tenants reserving the area(s) must have the reservation agreement signed by the homeowner or his agent acknowledging that the homeowner is ultimately responsible for any damages or theft. No "double use" is permitted. Either the tenant or the homeowner may reserve the clubhouse or barbeque area, not both.
10. The upper level of the clubhouse or the barbeque area may be reserved, but the lower level shall remain open for common use by all homeowners. Use of the swimming pool and/or hot tub requires advance Board approval.
11. The maximum number of people in attendance must not exceed the posted occupancy limits of 75 people.
9. All functions must be hosted and supervised by an adult homeowner or tenant. No one under the age of 18 will be permitted without parent or other adult present.
10. Residents making the reservation must be present in the reserved area at all times during the function, and are responsible for guest's actions including parking in DESIGNATED parking areas, NOT IN FIRE LANES.
11. Entrance doors and/or gates are not to be blocked open.

### CLEANUP PROCEDURES:

1. General cleanup of area(s) reserved using non-abrasive household disinfecting cleaner including thorough cleaning



of tables and chairs, stovetop, oven and barbeque grill, refrigerator and countertops; dishwasher emptied, etc.

2. Collection of all trash; trash baskets emptied and disposed of in dumpsters located northwest of the clubhouse.
3. Clubhouse carpets vacuumed and barbeque area thoroughly swept; damp mop kitchen and/or any areas where food or drink may have been spilled on deck or patio.
4. All clubhouse and patio furniture replaced in its original position and folding chairs/tables returned neatly to the closets.

#### **PROCEDURE FOR DAMAGE DURING CLUBHOUSE USAGE**

1. Upon first discovering the damage, notify two (2) Board members and the property manager to survey the damage.
2. The manager will attach an incident report to the reservation form and the \$100.00 damage deposit check will be retained.
3. The incident will be brought before the next monthly meeting of the Board, at which time the Board members will determine the amount of damage. Homeowner will be responsible for damages in excess of \$100.00 or reimbursed the remainder if damages are less than \$100.00.

Date: 02-15-94

Revised 09-26-11

#### **INSTRUCTIONS FOR USE OF GRILL**

Remove and store cover in cabinet under grill.

To turn on gas to grill, set gas supply timer marked GRILL to required time.

Timer increments are in hours. Set only for your desired grilling time.

Once gas timer is on, grill operation is standard to most grills.

Turn on burner, push igniter. Use only number of burners required for your grilling needs.

When grilling is completed, turn off burners and gas supply timer.

Avoid spilling grease or sauces on concrete surfaces around grill.

A grill cleaning brush is provided. Please thoroughly clean the grilling surface so the next user is not cleaning up after you. Stainless steel wipes are also provided to clean the outside of grill and are located in/under the grill.

**This is a community grill – it is up to the community member grill users to keep it clean. Improper and inconsiderate use or lack of cleanup of grill may result in required pre-booking for grill use.**

You may need to return later to put the grill cover on. **DO NOT PLACE GRILL COVER ON HOT GRILL.**

#### **INSTRUCTIONS FOR USE OF FIRE PIT**

User must provide lighter to light fire.

**BEFORE TURNING ON GAS SUPPLY TIMER TO FIRE PIT, CHECK THAT THE SILVER KEY VALVE LOCATED NEAR BOTTOM OF NORTH SIDE OF THE FIRE PIT IS OFF. IF NOT OFF, TURN OFF BEFORE TURNING ON GAS SUPPLY TIMER.**

Timer increments are in hours. Set only for your desired length of stay at the fire. Once gas timer is on and time has been allowed for gas to reach fire pit, turn valve to ON position.

IMMEDIATELY light fire by placing your lighter flame near lava rock in fire pit.

Adjust silver key valve to desired flame height. Setting should be low enough that flame does not “whistle” – approximately half way open.

Whether timer setting has elapsed or not, turn silver key valve to OFF before leaving fire pit.

Revised: 7/18/2016

## **DO NOT OVERLOAD THE ELECTRICAL OUTLETS**

### **LIMITED ELECTRIC USE**

The electric power in the kitchen area and library room is on one circuit, this circuit is limited. The maximum that should be on at one time is the microwave and one crock-pot, or two crock-pots or equivalent. The breaker switch is not accessible evenings, weekends and holidays. Do Not overload the circuit or you will end up with no power to the outlets. The stove and oven are on a separate circuit and can be utilized for warming.

MANAGEMENT

**ATTENTION TO ALL RESIDENTS USING THE  
KITCHEN**

PLEASE TAKE HOME ANY ITEMS YOU BROUGHT  
TO THE CLUB HOUSE. DO NOT LEAVE  
ANYTHING THAT WASN'T HERE WHEN YOU  
CAME. THIS INCLUDES:

PAPER PRODUCTS

CUPS OR GLASSES

PLASTIC SILVERWARE

FOOD OF ANY KIND

PAPER OR PLASTIC TABLECLOTHS

CASSEROLE DISHES

DISPOSABLE COOKWARE

THANK YOU FOR YOUR COOPERATION.

THE HOSPITALITY COMMITTEE