



**CLUBHOUSE RESERVATION FORM**

- No reservations will be accepted prior to January 1<sup>st</sup> for each year.
- Reservation fee is non-refundable in case of cancellation

**DATE CLUBHOUSE RESERVED:** \_\_\_\_\_

**MEMBER NAME:** \_\_\_\_\_ **LOT#** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

*(Please write separate checks for each fee.)*

**DATE OF \$100. RESERVATION FEE:** \_\_\_\_\_ **Check #:** \_\_\_\_\_

**DATE OF \$50. CLEANING DEPOSIT FEE:** \_\_\_\_\_ **Check #:** \_\_\_\_\_

**ACKNOWLEDGEMENT**

I acknowledge that I have received a copy of the "Use of Clubhouse Rules" and that I will comply with the "Use of Clubhouse Rules" as indicated. I also acknowledge that no illegal activity will be conducted on the premises and that all rules, regulations and laws of the government will be followed by myself and all my guests.

**Dated this** \_\_\_\_\_ **day of** \_\_\_\_\_, **202**\_\_.

\_\_\_\_\_

(Member Signature)

\*\*\*\*\*

**INSPECTION DATE:** \_\_\_\_\_ **INSPECTED BY:** \_\_\_\_\_

**DEPOSIT FEE TO BE RETURNED:** YES NO \_\_\_\_\_

(Approved Signature)

If no explain why: \_\_\_\_\_

**DATE DEPOSIT RETURNED:** \_\_\_\_\_ **CHECK#:** \_\_\_\_\_



Member Name: \_\_\_\_\_ Date of reservation: \_\_\_\_\_

Date Reservation and Deposit Fee Paid: \_\_\_\_\_

Members may reserve the Clubhouse for a private function outside of normal business hours and when it has not been previously reserved or no other approved activity is scheduled.

- No reservations will be accepted prior to January 1<sup>st</sup> for each year.
- The Clubhouse **cannot** be reserved during open hours.
- Reservation fee is non-refundable in case of cancellation.
- There are certain dates that the Clubhouse **cannot** be reserved --- please check with a staff member for availability or if you have any questions @ 541-764-2495.

#### **“USE OF CLUBHOUSE RULES”**

1. A member must be present when using the Clubhouse and will be responsible for complying with the Clubhouse Use Rules. \*
2. A \$100.00 non-refundable reservation fee is required for each day requested – payable at the time of reservation. The CSBC Board may approve some refund exceptions at their discretion.
3. A \$50.00 cleaning damage deposit is required (for each day requested) payable at the time of reservation. If the Clubhouse is left clean, without damage and generated trash is removed from property by member the cleaning deposit check will be returned within two weeks. Any damage over \$50.00 will be billed to the property owner.
4. All food must be removed including the refrigerated items. Failure to remove garbage/food will result in the forfeiture of the Clubhouse deposit.
5. Any damage over \$50.00 will be billed to the member.
6. The pool and surrounding pool area is not a part of the reservation.
7. The noise level must be kept low enough so other members are not disturbed.
8. The tables, chairs, and kitchen are a part of your reservation.
9. No artwork is to be removed.
10. Removal of any Clubhouse decorations must be approved by the Activities’ Chair or the Chair’s designee.