Northwest Hills Homeowners Association

Clubhouse Reservation Form

Date Requested:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To:\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ph. #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Guidelines for Private Use of the Clubhouse**

At the start of your event, the clubhouse will be in good condition. If not, please notify the Clubhouse Coordinator immediately.

Private use of the clubhouse *does not include* exclusive use of: pools, playground, and/or patio.

**Other Northwest Hills residents always have access to these areas**.

1. You do have exclusive use of, and responsibility for the clubhouse and the restroom near the entrance in accordance with the stipulations below.
2. Do not use charcoal grills in paved areas or on any adjacent concrete decks. You may use grills in the parking lot. To avoid the hazards of transporting a hot barbecue/stove, you may leave it until the following day. Please remove the residual ashes and coals as well.
3. Clean and Lock-up procedures:
4. Leave the Clubhouse clean and in good condition
5. Remove trash bags and remaining food products
6. Remove everything you bring in, including all interior and exterior decorations or signs.
7. Stack tables in racks and stack chairs.
8. Clean and check: \_\_floors, \_\_walls, \_\_patio, \_\_patio door, \_\_bathrooms, \_\_kitchen sink, \_\_ refrigerator/freezer, \_\_other.
9. Turn OFF air conditioning or heat.
10. Lock all outside clubhouse doors, except the one to the pool restroom (western most door). Also make sure both sides of the interior door to the pool restroom remain locked at all times.
11. Return keys to Clubhouse Coordinator when the event is finished.

1. A $50.00 non-refundable user fee is required, in advance, for all private events. Additional fees will be assessed if cleaning is not done and/or damage occurs to the property.

I understand and accept responsibility for the guidelines of private use of the NWH HOA Clubhouse.

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Resident Signature Date

\_\_\_\_\_\_\_Clubhouse Coordinator’s Copy \_\_X\_\_User’s Copy

NWH: Section 5a Clubhouse Res Form Revised January 2023