

Canyon Crest HOA
Clubhouse Use Form
Time of Use: 10am-8pm

Owner Name:

Address and Lot Number:

Reachable Phone Number:

Email:

What type of party will you be having?

Party Date:

HOA Rep Sign In:

RULES:

- IF YOU MAKE IT DIRTY YOU CLEAN IT
- NO SMOKING OR ALCOHOL ALLOWED
- NO GLASS IN POOL AREA
- CHILDREN MUST BE SUPERVISED BY ADULTS AT ALL TIMES
- HOMEOWNER MUST BE PRESENT AT EVENT
- FIRE PLACE (Not to be used - chimney is closed)
- PARKING IN DESIGNATED AREAS ONLY (all others will be towed)
- WINDOWS NOT TO BE COVERD IN ANY WAY

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CHECK IN / CHECK OUT ITEMS:

- ALL TRASH PICKED UP
- TRASH CONTAINERS EMPTIED
- SWEEP FLOORS (Includes bathrooms)
- ALL COUNTER TOPS WIPED CLEAN
- SINK CLEAN
- REFRIGERATOR EMPTIED OF PERSONAL ITEMS AND CLEAN
- NO EVENT GARBAGE IN POOL AREA
- MICROWAVE CLEANED
- GROUND AREAS AROUND CLUB HOUSE CLEAR OF TRASH
- POOL TABLE (all pool balls and Q sticks accounted for - no damage to felt top)

Homeowner is responsible for providing all cleaning and kitchen supplies. Homeowner will inspect the Club House with assigned Board Member at time of opening AND closing. If homeowner uses the clubhouse they agree to accept condition of clubhouse and agree to close out the area in the same condition it was received. Failure to clean the clubhouse will result in forfeiture of deposit and possible additional cleaning charges.

The Canyon Crest Clubhouse can be used by homeowners for non-profit parties and receptions. Usage is upon Board Approval.

Homeowners will be required to submit this written request form and leave a \$400.00 deposit (10) ten days prior to using the facility with the Community Manager. There is a \$150.00 non-refundable sanitation for Covid 19 cleaning. The remaining \$250 will be returned if no additional clean-up of event materials is required.

All homeowners must be current in their assessments as well as have no outstanding violations prior to using the clubhouse. Canyon Crest HOA will need to be added to your home insurance policy as an additional insured for the day of the event. This can be obtained usually for no cost from your Insurance Agent and needs to be emailed to the Manager at Elancommunitymgmt@gmail.com in advance of the use of the Clubhouse.

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A Canyon Crest Representative will meet with the homeowner before the requested usage day and give the homeowner access to the facility and do a walk through. After the event the Canyon Crest Representative will meet with the owner and perform a final walk through. If the facility is in the same condition it was at the first walk through the \$250.00 deposit will be returned in the form of a Canyon Crest Check, mailed to the owner. If the facility needs clean up or has sustained any damage, the deposit will not be returned and additional fees shall be charged, or a claim on the owner's home insurance will be filed.

The homeowner will be held responsible for any accidents or breach of these regulations.

I understand the above rules and regulations and am responsible for having everyone out of the clubhouse and the door locked by 8:00 P.M. I understand that Canyon Crest Association is not responsible for any personal belongings left in the clubhouse.

By signing this agreement the homeowner agrees to the above rules and checklist items:

Homeowner Printed Name:

Homeowner Signature:

Date:

HOA Rep. Signature and notes at Check Out:
