

ENO TRACE CLUBHOUSE RESERVATION FORM

Enter Name: _____

A refundable deposit of \$250.00 is required when obtaining the key for your event. This deposit form states that you understand and agree to the clubhouse rules or risk losing your deposit, as well as any additional cost that would be required to have the clubhouse restored to its condition prior to your event. Please sign below that you understand and agree to the rules.

CLUBHOUSE RULES: Failure to adhere to any of the clubhouse rules or a confirmed complaint about rule violation will result in the forfeiture of your deposit.

- Events must end at 10:00 pm and cleanup must be complete by 11:00 pm and parking lot vacated by guests
- Events being held at the clubhouse are limited to 44 persons, occupancy by more is dangerous, unlawful and prohibited
- DJ or live music is allowed only during the hours of 10:00 am and 6:00 pm (No Exceptions)
- Helium balloons are **NOT** permitted in the clubhouse
- **NO** smoking is allowed in the clubhouse or restrooms
- All emergency exits, lights and travel ways are to remain unlocked, operational and clear when the clubhouse is occupied
- Please do not place any pins or thumbtacks in the walls. If any tape is used it must be painters tape
- Make sure you clean up anything that you used in the clubhouse
- Floors should be swept clean or damp mopped, if needed
- Furniture should be returned to original location if it was moved
- Leave light on over the sink when you leave
- Empty trashcans and put new liners in them.
- More than 4 bags of trash will need to be disposed of by the homeowners off-site
- The pool is **NOT** part of the reservation, only the clubhouse.

AIR CONDITIONING/HEAT CONTROLS

The controls are located near the bathroom and the central system is preprogrammed. Make sure both the fan control and temperature control are in the automatic position. Flip open the cover on the control panel and press the "3 hour occ" button and hold for about 3 seconds, this will turn the system on in the occupied mode and it will remain on for a period of 3 hours. If your function is longer than 3 hours just press the button again. If you use the upstairs window a/c unit, make sure to turn it off before you leave.

RETURNING THE KEY

The key needs to be returned to us within 3 business days after your event. Any key returned late will be charged a fee of \$10.00. The key may be returned at our office between the hours of 10am – 6pm Monday thru Thursday or 10am – 5pm on Fridays. If a key is not returned within 2 weeks after your event it will be considered lost and you will have to pay the cost to have the clubhouse re keyed and the 25 keys replaced. Currently this cost the Association \$250.00 to have this done as the keys are special security keys.

THERE ARE NO OFFICE HOURS ON SATURDAY OR SUNDAYS. Please return the key when someone is in the office.

The clubhouse is a privilege to all of us; your cooperation is vital to ensuring it stays in top condition.

Reservation Date: _____ Time: _____ K#: _____

I have read the clubhouse rules and agree to abide by them.

Signature

Printed name

Date