

THE BELLEFONTAINE
Club Room Reservation Form

Name: _____ Unit: _____

Date of Event: _____ Start: _____ End: _____

Notes: _____

Deposit Received: _____ Key Issued: _____ Key Returned: _____

Owner or tenant should read this agreement and instructions before signing below.

A deposit of \$300 is required to reserve the room. The clubroom and furnishings will be inspected before use and conditions will be documented by a Board member or designee. If the room is in satisfactory condition after the event, the deposit will be returned in full. If damages have occurred during the reservation period, necessary cleaning or replacement costs will be assessed, up to or exceeding the amount of the deposit.

The owner or tenant identified on this form is required to be present throughout the event and is responsible for ensuring that all rules are followed:

- Smoking is NOT allowed inside on the 12th floor.
- Pets are NOT allowed on the 12th floor.
- Any furniture that is moved must be returned to its original position.
- Rooms and patio area must be vacuumed or swept and all surfaces cleaned.
- Heat/air conditioner unit and lights should be turned off.
- All doors in club room and rec room should be closed and locked.

Club room events must end by 11:00 PM unless a later time is approved in advance by the Board. Cleanup may be done the morning after the event, but the room must be ready for use by others by noon of the following day.

Signing this reservation form constitutes a warning as provided for in the fine policy of the association. Therefore monetary fines CAN be assessed if violations occur.

I have read the above and I agree to all the rules stated herein:

Signature: _____ Date: _____