

Clubhouse Request Form

For Non Social Club Sponsored Functions

I would like to reserve the use of the Great Cypress Village Homeowners Association

Clubhouse on: (date) _____ From: _____ To: _____ AM/PM

Purpose of reserving clubhouse: _____

Estimate number of people attending event. _____ (No more than 100 persons)

I understand I will be responsible for the condition of the clubhouse and all items used. Items needing to be cleaned (e.g. tablecloths) will be returned within 24 hours in same as received condition. I also understand my reservation is not exclusive and the clubhouse must remain open for Association membership access.

Person reserving clubhouse: _____ (Please Print)

Signature _____ Tel. No. _____ Date of Request _____

Social Club Approval: _____ Telephone approval by _____

BOD Approval: _____ Telephone approval by _____

The clubhouse is owned by the 149 property owners who should have use of the clubhouse when ever it is not being used by either the BOD or the social club or reserved by another property owner.

In establishing a priority use for the clubhouse, it is noted that the BOARD OF DIRECTORS of the Association have first priority in scheduling of the clubhouse, and in the case of a need for emergency sessions, does have priority of the clubhouse and can cancel any scheduled event for said emergency. The Social Club has second priority in scheduling events at the clubhouse, and finally individual residents may schedule events that will not conflict with either of the above entities. In order for individual residents to schedule events, the following guidelines must be followed:

1. All requests for use of the clubhouse must be submitted in writing, using a standard form. All requests must be for functions that do not place the Association at risk, or could be deemed illegal or undesirable.
2. The requestor must complete the above form in entirety, check with the social club for conflicts and present it to the representative at the Association level for final approval.
(If done by telephone, the name of the person approving should be noted)
3. Requestor acknowledges that under no circumstances can the clubhouse be "exclusively" used for their event, and that members of the Association have access to the clubhouse at all times.
4. The requestor for the event is responsible for the condition of the clubhouse. If any changes arc made to the clubhouse for the event (i.e. Decorations, etc.), the clubhouse must be brought back to original condition and the clubhouse must be cleaned and returned to prior condition. This must be completed within 24 hours of the event.
5. All items in the clubhouse should be made available (with the exception of soda and food) to other property owners. Durable goods (appliances, utensils, dishes, silverware, tablecloths, etc.) will be made available and must be returned in original condition within 48 hours after event or sooner if another function is scheduled.
6. After the proposed function, contact either the social club representatives or the BOD representatives for them to verify that the clubhouse was left in original condition.

After request is approved - Forward a copy to both the Social Club and the BOD for their Records