

SUMMERFIELD CLUBHOUSE USE APPLICATION

Sec. F
6.11,
Revised 5/11

Please call **SHARON WILCOX 503/639-6938** to check availability of date; then submit two (2) copies of application to office; both sides

Requested Day <u>AND</u> Date of Function _____	USE IS UNDER RULE NUMBER _____ (see below)
FUNCTION: _____ Catered by _____ (Dinner, Birthday, Cards, Club, Committee, etc.)	
ACTUAL STARTING TIME _____ Approx. ending time _____, # of hours to prepare _____, # to clean up _____	
I'll be using: Kitchen _____ Ballroom _____ Lakeview _____ Game Room _____ Other _____	
Total # of People Attending _____ Number living in Summerfield _____ Number of non-SCA Guests _____	
Checks Attached: Refundable deposit _____ User Fee (non SCA resident) \$ _____	
I AGREE TO COMPLY WITH THE RULES AS PRINTED ON OTHER SIDE	
APPLICANT'S NAME (please print) _____ PHONE _____	
ADDRESS: _____	
EMAIL ADDRESS: _____ APPLICATION DATE _____	
Organization, if appropriate _____	
PLEASE TURN PAGE OVER TO READ AND SIGN	

USER AND DEPOSIT FEES

With this form, please submit the required deposit check to the office, with a separate check for the "user fee" amount (see explanation of "user fee" below). Both checks are to be made payable to the Summerfield Civic Association and both must be signed by the Summerfield homeowner making the reservation.

Private parties may be required to have a Summerfield monitor on duty while guests are in attendance. A fee of \$8.75 per hour is to be paid to the monitor by the host.

RULE 1: A GROUP DESIGNATED BY THE BOARD AS A RECOGNIZED CLUB, COMMITTEE, TOWNHOUSE OR CONDOMINIUM ASSOCIATION. No "user fee" for Clubhouse use is required.

All other applications are considered private parties and shall pay a user fee and deposit as outlined in Rules 2, 3, and 4. When necessary to assess a fee against the deposit, the amount will be determined by the SCA Administrator.

RULE 2: 90% SUMMERFIELD CIVIC ASSOCIATION RESIDENTS AT PRIVATE PARTIES.

Number of people attending	User fee	Deposit
25 people or less	None	\$80.00
26-70 people	None	\$120.00
71-230 people	None	\$150.00

RULE 3: 30% SUMMERFIELD CIVIC ASSOCIATION RESIDENTS AT PRIVATE PARTIES.

Number of people attending	User fee to offset utilities etc.	Deposit
25 people or less	\$2.00 for each non-SCA member	\$100.00
26-70 people	\$2.00 for each non-SCA member	\$150.00
71-230 people	\$2.00 for each non-SCA member	\$200.00

RULE 4: FAMILY PARTY RULE. Other private parties of up to a maximum of 200 people to accommodate family groups and friends will be permissible. These functions must be confined to the Lakeview Room, Ballroom, kitchen and lounge area to the right of the front door. The party must be hosted by a Summerfield resident.

Number of people attending	User fee to offset utilities etc.	Deposit
25 people or less	\$2.00 for each non-SCA member	\$100.00
26-200 people	\$2.00 for each non-SCA member	\$200.00

Please do not write in this space.

Approved Signature _____
(Clubhouse Committee Representative)

DATE POSTED ON CLUBHOUSE CALENDAR



POLICIES AND PROCEDURES TO FOLLOW WHEN USING THE SUMMERFIELD CLUBHOUSE

The Summerfield Clubhouse facilities are for the exclusive use of Civic Association members and their guests, but not for political or commercial use. To help protect our investment, a CIVIC ASSOCIATION MEMBER MUST HOST AND BE PRESENT AT EACH CLUBHOUSE EVENT. (The only exception is in the case of an association member's memorial service.)

- ◇ The Clubhouse is a NO SMOKING facility.
- ◇ If you will be using the microphone, keys for the cupboard may be picked up at the office before noon the last business day prior to the function. Keys are to be returned by 10:00 a.m. the next business day or dropped in the office mail slot.

The applicant is responsible for adherence to all rules of use and cleanup. This applies not only to actions of those in the party but also those actions of the caterer, if one is employed.

1. *Private parties need to meet with the Clubhouse Use Advisor or the Calendar Coordinator prior to your event to familiarize yourself with use of the rooms and equipment available in the kitchen.*
2. *A greeter must be at the front door to admit your guests. (See other side for monitor information.)*
3. *Outside doors are not to be left unlocked or propped open; very important when air conditioning is on.*
4. *The stairway must be roped off with the rope stored behind the kitchen door (next to the refrigerator).*
5. *All guests must be restricted to the area actually applied for in the application, with the exception of restrooms and coat room. No one other than Summerfield residents are allowed downstairs.*
6. *No rice, birdseed or any other material used as confetti may be thrown in the clubhouse, parking lot or grounds.*
7. *Fire Department regulations require that you not block any doorway with tables or chairs. Lighted candles not allowed.*

Drinks/ Food: No alcohol may be sold, and caterers must have licensed servers & liquor liability insurance when serving alcoholic beverages. Please use plates if food is passed or served, and we ask that food and drink during your private party be restricted to the rooms you have reserved. We are unable to provide dishtowels or linens.

Furniture: Thank you for LIFTING tables; NOT DRAGGING them. You are responsible for anything removed from clubhouse during your function. Major furniture pieces must not be moved within the clubhouse without prior permission. The piano may be moved only with advance permission - and only on the carpet.

CLEANUP AND CLOSING CLUBHOUSE:

Clubhouse inspectors are instructed to be rigorous in requiring total cleanup in the kitchen, Lakeview and Ballroom. Please refer to the Inspection Check-off Sheet in the kitchen, which must be filled in, signed and left on the counter across from the refrigerators.

- ◇ A clubhouse committee inspector will check the sheet & all rooms after your event before return of any deposit.
- ◇ The clubhouse alarm is automatically activated at 11:00 p.m. unless prior accommodations have been made.
- ◇ THE APPLICANT MUST LOCK UP THE CLUBHOUSE PERSONALLY. KEYS ARE NOT TO BE GIVEN TO A SECOND PARTY.

INDEMNIFICATION [Read above page before signing]

Each of us agrees to defend and hold the Summerfield Civic Association harmless from, and indemnify it, for every claim made or suit, action or other proceeding which is, or may be, alleged to be related to, or other way connected with any incident, wrongful act, breach of duty, neglect, error, misstatement, misleading statement, omission or any other act done or wrongfully attempted by the Association, its agents, or others, also including reimbursement of the amounts and expenses paid in settling any such action suit or proceeding when settling is deemed by the Association appropriate and in the best interest of the Association.



APPLICANT'S SIGNATURE _____

Date _____