

# SUMMERFIELD CLUBHOUSE USE APPLICATION

Sec. F 6.11,  
Revised 3/16

Please check the on-line calendar at [www.summerfield55.org](http://www.summerfield55.org) or call the SCA Office at 503.620.0131 to check availability of date; then submit **two (2) copies** of this application (both sides) to the SCA Office; along with applicable deposit / user fee.

Requested <b>Day AND Date</b> of Function _____ <b>USE IS UNDER RULE NUMBER</b> _____ (see below)
<b>FUNCTION:</b> _____ Catered by _____ (Dinner, Birthday, Cards, Club, Committee, etc.)
<b>ACTUAL STARTING TIME</b> _____ 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 _____
<b>Note: Maximum capacity signs in Ballroom &amp; Lakeview Room MUST be followed.</b>
<b>APPLICANT'S NAME</b> (please print): _____ <b>PHONE:</b> _____ (for SCA groups, also list name of person responsible for event)
<b>ADDRESS:</b> _____
<b>EMAIL ADDRESS:</b> _____ <b>APPLICATION DATE:</b> _____

With this form, please submit the required deposit check to the office (if applicable), with a separate check for the "user fee" amount. No reservations are made until completed forms and applicable checks are received. Both checks are to be made payable to the Summerfield Civic Association and both must be signed by the Summerfield resident making the reservation.

**RULE 1: A GROUP DESIGNATED BY THE BOARD AS A RECOGNIZED CLUB, COMMITTEE, ACTIVITY OR SCA SUB-ASSOCIATION.** For groups of 99 people or less, no "user fee" or deposit for Clubhouse use is required. ALL groups must follow clean-up procedures; Clubs & Committees may have room set-ups/tear-downs done by SCA Maintenance (review and complete Set-Up Form if applicable).

Check here if your group is 100+ people, plus food / beverages. There is a \$100 required deposit per event. Upon inspection, SCA may retain all or part of the deposit for excessive wear / additional cleaning.

**RULE 2:** All other applications are considered PRIVATE PARTIES and shall pay a user fee and deposit as outlined below. When necessary to assess a fee against the deposit, the amount will be determined by the SCA Administrator and/or SCA Board of Directors.

**PRIVATE PARTY RULE:** Private parties to accommodate family groups and friends will be permissible, such as birthdays, anniversaries, your civic group, etc. No outside, non-resident affiliated groups / events permissible (such as fundraisers). **The event must be hosted by and attended by a Summerfield resident.**

Number of people attending	"User fee"	Deposit
25 people or less	\$2.00 for each non-SCA member	<b>\$100.00</b>
26-200 people	\$2.00 for each non-SCA member	<b>\$200.00</b>

Check here if your private party requires a "Summerfield monitor" on duty while guests are in attendance (applies if you have a majority of non-Summerfield guests OR you are unable to host the front door to let guests in OR may choose to have one if you are unfamiliar with the Clubhouse). A fee of \$10.00 per hour is to be paid to the monitor by the host at the conclusion of the event or the next business day.

## 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 FOR THE ENTIRE TIME. (The only exception is in the case of an association member's memorial service.)

If you will be using the microphone or sound/speaker system, the key for the cupboard may be picked up at the SCA office before noon the last business day prior to the function. Key is to be returned by 10:00 AM the next business day or dropped in the office window 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 Special Event Advisor 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. For events with the majority of non-resident guests, you will be required to pay a SCA representative a \$10/ per hour fee for monitoring.
3. Outside doors are not to be left unlocked or propped open.
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 Closet. 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. No hanging items on the walls (no tape, pushpins, staples, etc. used on walls).
8. Fire Department regulations require that you not block any doorway with tables or chairs.
9. Lighted candles are not allowed.
10. Some linens may be available in the Kitchen for your use. Please take them home after your event, wash them and bring them back the next morning.

Drinks: No alcohol may be **sold**. Caterers must have licensed servers & liquor liability insurance.

Food: 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.

Furniture: Please put all tables and chairs back to the 'standard set-up' as indicated by the diagrams. Thank you for LIFTING tables; NOT DRAGGING them. Major furniture pieces must not be moved within the clubhouse without prior permission.

### CLEANUP AND CLOSING CLUBHOUSE:

Clubhouse inspectors are instructed to be rigorous in requiring total cleanup in the kitchen, Lakeview and Ballroom. Rooms will be inspected after your event and deposits will be retained if clean-up is not acceptable. Please refer to the Inspection Check-off Sheet in the kitchen, which must be filled in, signed and left on the island counter.

The Clubhouse alarm is automatically activated at 11:00 PM unless prior accommodations have been made.

### INDEMNIFICATION [Read both sides 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. I have read and agree to abide by the information on both pages of this form.

 APPLICANT'S SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

*Please do not write in this space.*

SCA Signature \_\_\_\_\_ DATE POSTED ON CLUBHOUSE CALENDAR \_\_\_\_\_