

SUMMERFIELD CLUBHOUSE USE APPLICATION

Sec. F 6.11,
Revised 3/16; 6/16, 6/17

Please check the on-line calendar at www.summerfield55.org or call the SCA Office at 503.620.0131 to check availability of date. If your date is available, submit **two (2) copies** of this application (both sides) to the SCA Office, along with applicable deposit/user fee. The SCA Office has the right to deny any event that doesn't qualify per the rules stated below, and the resident applicant has the right to petition an appeal to the SCA Board of Directors.

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 SCA and both must be signed by the resident making the reservation.

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| Requested Day AND 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 _____ Note: Maximum capacity signs in Ballroom & Lakeview Room MUST be followed. |
| APPLICANT'S NAME (please print): _____ PHONE: _____ (for SCA groups, also list name of person responsible for event) |
| ADDRESS: _____ |
| EMAIL ADDRESS: _____ APPLICATION DATE: _____ |

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 a '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 a resident's birthday, resident's anniversary, resident's civic group, etc. No other outside, non-resident affiliated groups / events are permissible (such as fundraisers or other non-resident direct events). **The event must be hosted by and attended by a Summerfield resident (exception: resident's memorial service).**

| Number of people attending | "User fee" | Deposit |
|----------------------------|--------------------------------|-----------------|
| 25 people or less | \$2.00 for each non-SCA member | \$200.00 |
| 26-200 people | \$2.00 for each non-SCA member | \$300.00 |

ALL PRIVATE PARTIES REQUIRE A "MONITOR". You can designate your own (such as a neighbor / friend / spouse). The monitor must be a Summerfield resident and the SCA host cannot also be the monitor. Your monitor is required to pick up an information sheet from the SCA Office in advance of your event. Identify your *self-designated* monitor (next pg).

Monitor's Name: _____ Phone/Email: _____

- OR -

We can help find a Summerfield monitor for you. Check here if you are requesting an *assigned* Summerfield monitor. 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. Identify the *assigned* monitor by the SCA Office.

Name: _____ Phone/Email: _____

Please read each rule below and initial that you understand it and agree to comply. The resident applicant is responsible for adherence to all rules of use and clean-up. Deposits will be retained for non-compliance of rules and/or cleanliness. Future Clubhouse use privileges may also be revoked for non-compliance of rules and/or cleanliness.

1. Private party host and self-designated monitor must meet with the Event Coordinator at least one week prior to your event to familiarize yourself with use of the rooms and equipment available in the kitchen. Initial: _____
2. 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. Immediately following the function, the microphone key is to be dropped in the office window mail slot. Initial: _____
3. Outside doors are not to be propped open. Initial: _____
4. All guests must be restricted to the area actually applied for in the application, with the exception of restrooms and Coat Closet. There is no golf course, tennis courts, or swimming pool use in any manner. No one other than Summerfield residents are allowed downstairs. Initial: _____
5. No rice, birdseed or any other material used as confetti may be thrown in the Clubhouse, parking lot or grounds. Initial: _____
6. No hanging items on the walls of the Clubhouse (no tape, pushpins, staples, etc.). Initial: _____
7. Fire Department regulations require that you not block any doorway with tables or chairs. Initial: _____
8. Lighted candles are not allowed. We recommend LED candles only. Initial: _____
9. 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. Initial: _____
10. DRINKS: No alcohol may be **sold**. Caterers must have licensed servers & liquor liability insurance. Initial: _____
11. 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. Initial: _____
12. FURNITURE: Please put all tables and chairs back to the 'standard set-up' as indicated by the diagrams posted in each room. Thank you for LIFTING tables; NOT DRAGGING them. Major furniture pieces must not be moved within the clubhouse without prior permission or removed from the Clubhouse. Initial: _____


CLEANUP AND CLOSING CLUBHOUSE:

Clubhouse inspectors are instructed to be rigorous in requiring total cleanup in the rooms reserved. 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 _____