**SUMMERFIELD CLUBHOUSE USE APPLICATION**

**FOR SCA COMMITTEES, CLUBS, ACTIVITIES, and**

**SUB-ASSOCIATIONS EVENTS**

Sec F.6.11

Rev 03/16, 06/16, 10/19, 11/22, 1/23

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. If your date is available, submit this application (both sides) to the SCA Office to be forwarded to the Clubhouse Committee. The Clubhouse Committee has the right to deny any event, and the applicant has the right to petition an appeal to the SCA Administrator and the Board of Directors.

**Reservations are considered finalized after all completed forms have been received and confirmed by a letter from the Clubhouse Committee.**

**Group Requesting:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Resident-in-Charge (please print)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Application Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requested Day and Date of Function:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of Function:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Catered by**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Set-up Start Time**: \_\_\_\_\_\_\_\_\_\_ **Event Start Time** \_\_\_\_\_\_\_\_\_\_ **Event End Time**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**We’ll be using:** [ ] Kitchen [ ] Ballroom [ ] Lakeview Room [ ] Game Room [ ] Conference Room

 [ ] Art Room [ ] Downstairs [ ] Other

**Please Note**:

* Maximum capacity signs in Ballroom & Lakeview Room MUST be followed.
* All requests for use of parking lots or common areas will be submitted to the SCA office and routed to the Clubhouse Committee for consideration.
* The Clubhouse alarm is automatically activated at 11:00 PM unless prior arrangements are made with SCA Office.
* Requests for temperature adjustment must be submitted to the SCA Office one week prior to the event.
* SCA Maintenance does not provide after-event clean-up.
* All groups are responsible for following clean-up procedures which includes the kitchen and all floors.
* SCA Committees, Clubs, and Activities may request SCA Maintenance room set-ups/tear-downs depending on availability. Submit Set-up form.

[ ] Check here if you plan to request a Set-up/Tear-Down seven (7) days in advance of the event date.

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

1. Initial: \_\_\_\_\_\_ Clean kitchen and floors of rooms used of debris and spills at end of the event.
2. Initial: \_\_\_\_\_\_ Key for microphone and sound system can be picked up at the SCA Office before

 noon the last business day prior to your event. Immediately following the event,

 drop the key into the mail slot below the office window.

3. Initial: \_\_\_\_\_\_ Outside doors or windows are not to be propped open.

4. Initial: \_\_\_\_\_\_ No rice, birdseed, confetti, glitter, or other small particulates material may be thrown in the

 Clubhouse, parking lot, or on the grounds.

5. Initial: \_\_\_\_\_\_ Do not hang items on the walls or windows (no tape, push pins, staples, etc.)

6. Initial: \_\_\_\_\_\_ Balloons are permitted but MUST be taken down and removed after event.

7. Initial: \_\_\_\_\_\_ Fire Department regulation require you to not block any doorway with table/chairs

8. Initial: \_\_\_\_\_\_ Only LED candles are permitted.

9. Initial: \_\_\_\_\_\_ No alcohol may be sold. Caterers must have licensed servers & liquor liability

 insurance.

10. Initial: \_\_\_\_\_\_ Please restrict food and drink to the rooms you have reserved.

11. Initial: \_\_\_\_\_\_ Put all chairs and tables back to the standard design posted on the wall in each room.

 Thank you for not dragging them.

12. Initial: \_\_\_\_\_\_ If you move any furniture or decoration, please return it to the original location.

**INDEMNIFICATION**

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 of 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.

**Resident-in-Charge Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Please do not write in this space.*

Clubhouse Event Coordinator Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Posted on Clubhouse Calendar \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_