**SUMMERFIELD CLUBHOUSE USE APPLICATION**

**FOR RESIDENT PRIVATE EVENTS**

Sec. F.6.11

Rev 3/16,6/16, 10/19, 11/22 1/23

* Summerfield residents may request private use of the clubhouse for their family groups and friends related events, such as a resident’s birthday, a resident’s anniversary, and similar events. The event must be hosted and attended by a Summerfield resident, with the exception of a resident’s memorial service.
* Summerfield is not a conference center and its facilities are not for the use of outside affiliated groups or events.
* The Clubhouse Committee has the authority to deny any event, and the applicant has the right to petition an appeal to the SCA Office and/or Board of Directors.

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

PROCEDURE:

1. Check for availability of your date on the calendar at [www.summerfield55.org](http://www.summerfield55.org) or by calling the SCA Office at 503-620-0131. If your date is available, submit this application (both sides and signed by the resident making the reservation) to the SCA Office to be forwarded to the Clubhouse Committee.
2. **When the request is approved** (you will have received a letter to that effect) finalize event with submission of a copy of the form and a check for the required deposit amount made payable to SCA to the SCA office.
3. **Private parties shall pay the following deposit and user fees:**
4. **Required Deposit - $300**  When necessary to withhold some or all of the deposit, the amount will be determined by the SCA Administrator and/or SCA Board of Directors within 10 working days after the event. Allow up to 10 days for deposit refund.
5. **User Fee - $3.00** for each non-SCA resident, to be paid after the event

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| **Host Resident’s Name** (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Application Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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

**Function:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Catered by**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Dinner, Birthday, Anniversary, etc.)

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

**Total # of People Attending**: \_\_\_\_\_**Number living in Summerfield** \_\_\_\_ **Number of non-SCA Guests** \_\_\_

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

 [ ] Art Room [ ] Downstairs [ ] Other

1. **All private events require a monitor who must be a Summerfield resident.** As host you cannot act as monitor, but you may propose another resident as your monitor. The Clubhouse Committee’s Event Coordinator determines all monitoring needs and assigns as needed. Committee assigned Monitors are to be paid a fee of $10/hour per monitor at the end of your event.

1. **Proposed Monitor’s Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Please Assign me a Clubhouse Monitor** [ ]
3. **The Host and Monitor must meet with the Clubhouse Committee’s Event Coordinator** several weeks prior to the event to become familiarized with the use of the rooms and kitchen equipment.
4. **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. Future Clubhouse use privileges may be revoked for non-compliance of rules and/or cleanliness.

Initial: \_\_\_\_\_ Clean Kitchen and floors of rooms used of debris and spills at end of the event.

Initial: \_\_\_\_\_ Key for microphone and sound system can be picked up at the SCA Office before noon the

 the business day prior to your event. Immediately following the event drop the key into the mail slot below the office window.

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

Initial: \_\_\_\_\_\_ No rice, birdseed, confetti, glitter, or any particulate material may be thrown in the

 Clubhouse, parking lot, or on the grounds.

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

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

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

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

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

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

Initial: \_\_\_\_\_\_ All non-resident guests are restricted to the area applied for, with the exception of

 restrooms. No golf course, tennis court, swimming pool or downstairs use.

Initial: \_\_\_\_\_\_ Put all chairs and tables back to the standard design posted in each room. Thank you for

 not dragging them.

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

1. **Monitors are instructed to be rigorous in requiring total cleanup in the rooms.** Rooms will be inspected after your event and deposits will be retained if clean-up is not acceptable. Please refer to the Checkoff List in the kitchen, which must be checked off, signed, and left on the island counter or put in front office mail slot.
2. **Notes**:
* 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.
* SCA Maintenance does not provide after-event clean-up.
* All groups are responsible for following clean-up procedures which includes the kitchen and floors.
* The Clubhouse alarm is automatically activated at 11:00 PM.

1. **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.

1. **Host Resident’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please do not write in this space.*

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

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