

## Appendix B-1: PLC Clubhouse Reservation Request

Important: Please read this entire form carefully

### Procedure for Reserving

- Only PLC owners/residents may reserve the Clubhouse for an event.
- At least fifteen days prior to the desired event date, complete and sign this form below. Include a required \$50 damage deposit check, made out to PLC UOA, to reserve the Clubhouse for one day. Place your check and the signed, detached form in the clubhouse mail slot marked Social Events.
- If event is approved by the Social Events Committee (SEC), enter the time and event name on the Clubhouse calendar, which hangs near the Clubhouse telephone.
- If the Clubhouse and grounds are in good order after the event (as determined by the SEC Chair), your deposit check will be returned. If not left in good order, your check will be retained for cleaning purposes.

### Rules & Restrictions

- PLC UOA Board/committee events take precedence over PLC owner/resident reservations.
- Clubhouse can accommodate a maximum of 40 people (Corrales Fire Code).
- A reservation is necessary anytime, no matter the size of the party/event.
- Bring your own dishware, utensils, paper goods, etc.
- Please use the blue recycling containers in the kitchen for glass and recyclables.
- For the safety and health of participants, refer to state and local health requirements.
- A PLC owner/resident must be in good standing (i.e., not in arrears in PLC fees and assessments) and must not have abused the clubhouse rules in the past.
- The SEC Chair shall be satisfied as to the appropriateness of the proposed function before accepting the reservation.
- Clubhouse hours for reserved events are from 8:00 a.m. to midnight.
- The PLC owner/resident must be present during the entire event.
- Adult supervision is required for any participant under the age of 21.
- Reservations do not include the use of the pool or racquet court.
- Portable sound equipment must be operated at a low level.
- Clubhouse furniture and equipment must be placed in the original position after an event. Pictures and wall decorations must remain where they are.
- Decorations must not damage any surface and must be removed after the event. No thumbtacks may be used. Use only removable painter's tape.

-----PLEASE DETACH HERE-----

By signing below, I acknowledge that I have read, understand, and will be bound by all provisions of this agreement. I acknowledge present clubhouse inventory and accept liability for any loss or damage caused by any member of my group during the event. If the clubhouse is not left in good order or damages occur, no monies will be refunded and repairs/replacements will be billed to me, pending an investigation.

Requesting PLC Resident (please print): \_\_\_\_\_

Email Address: \_\_\_\_\_ Unit Address: \_\_\_\_\_

Requested Date: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

PLC Owner/Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SEC Chair Signature: \_\_\_\_\_ [ ] Approved [ ] Not Approved