



# THE WOODS

A RESIDENT-OWNED COMMUNITY

## Clubhouse Reservation Event Request Form

(Events may NOT be publicly advertised)

<b>Resident Name</b>	<b>Lot Number</b>	<b>Event Date</b>
<b>Type of event</b> <input type="checkbox"/> Special sponsored activity or private party(fees below)  <input type="checkbox"/> Community social activity open to all (no fees)	<b>Reservation Start Time:</b> _____ Include set-up and take-down time <b>Reservation End Time:</b> _____ Include set-up and take-down time	
<b>Kitchen Will Be Used:</b> YES <input type="checkbox"/> \$60 first 2 hours \$30 each additional hour (use of dishes/oven dishwasher etc.) NO <input type="checkbox"/> \$30 first 2 hours, \$15 each additional hour \$200 cleanup/damage deposit, refund upon inspection (required)	<b>Number of People:</b> (Approximately)	
<b>This Event Will Include:</b> (please choose one) <input type="checkbox"/> Woods Residents Only <input type="checkbox"/> Non-Residents as well	<b>This Event Will Be:</b> (please choose one) <input type="checkbox"/> OPEN to ALL Residents <input type="checkbox"/> CLOSED, only to those invited	
<b>Event Title and Description:</b>		
<input type="checkbox"/> Request for Recurring Event: Monthly/Weekly/Other (Events may only be set for up to three months in advance)		
<p style="text-align: center;"><b>The Woods Clubhouse Use Event Rules Summary</b></p> <p>As the Woods Resident sponsoring the above requested event, I understand and agree that:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> I will be present at all times during the event for which I intend to reserve the clubhouse.</li><li><input type="checkbox"/> I will be responsible for leaving the premises clean, and the furniture and equipment in good order, and in the same or better condition as prior to the event.</li><li><input type="checkbox"/> Management does not provide for set up or cleanup for any event.</li><li><input type="checkbox"/> I will assure that appropriate parking directions are given and fire lanes are not blocked.</li><li><input type="checkbox"/> I will make guests aware of applicable park rules and regulations and assure all are followed.</li><li><input type="checkbox"/> \$200 refundable deposit is required prior to <b>private party</b> events.</li><li><input type="checkbox"/> Residents are responsible for any damage, regardless of size of event, private party or not.</li><li><input type="checkbox"/> The number of guests shall not exceed the number of occupants authorized for the clubhouse by the Fire Protection District. (99 people)</li><li><input type="checkbox"/> Fees may be adjusted by management based on total number of people attending the event. Events with more than 12 people or outside guests may be charged a fee, depending on circumstances.</li><li><input type="checkbox"/> If the clubhouse (kitchen included) is not left in a clean and tidy manner, I will be subject to a charge equal to the cost of cleaning and/or be unable to continue reserving.</li><li><input type="checkbox"/> I will remove and dispose the trash and recycling from the event at my sole cost.</li><li><input type="checkbox"/> I have read and signed the <b>Hold Harmless Agreement</b> on the back page.</li><li><input type="checkbox"/> I have read the operating rules, specifically sections X through XIII.</li></ul> <p>Signature _____ Date _____</p> <p><b>OFFICE USE ONLY</b></p> <p>Date/Time is: <input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Resident has been contacted to reschedule</p> <p>Event is: <input type="checkbox"/> Approved <input type="checkbox"/> Entered in Outlook and Clubhouse Calendar <input type="checkbox"/> Denied <input type="checkbox"/> Contacted Resident to explain denial</p>		

# Hold Harmless Agreement

I, the undersigned, as a homeowner/resident in The Woods (the "Park"), understand the potential danger of injury or damages that can result from use of The Woods clubhouse building facilities.

Therefore, in consideration for being permitted to use The Woods clubhouse building facilities the undersigned, individually and on behalf of guests, additional occupants, and/or non-Woods participants, hereby hold harmless, release, waive, discharge and covenant not to sue the WCA, successors, and assigns (hereinafter collectively referred to as the "releasees") from any and all actions, causes of action, claims, demands, damages, costs, loss of service, expenses and compensation (including, but not limited to, those from personal injuries, mental and emotional distress, and wrongful death) that I, my assignees, heirs, distributes, guardians, and legal representatives may now or may hereafter have, on account of or arising out of me or my guests', additional occupants', and/or non-Woods participants use of any of The Woods facilities, unless caused by the negligence of the releases.

On behalf, my guests, additional occupants, and/or non-Woods residents, I hereby assume full responsibility for and risk of bodily injury, death or property damage on account of or arising out of use of The Woods facilities.

I agree to indemnify, defend, save and hold harmless the releases, and each of them, of and from any and all actions, causes of action, claims, demands, damages, costs, loss of service, expenses and compensation (including, but not limited to, those for personal injuries, mental and emotional distress, and wrongful death) that my guests or invitees, or their assignees, heirs, distributes, guardians, and legal representatives may or may hereafter have on account of or arising out of their use of any of The Woods facilities.

I intend this release to be a full and complete release of any and all claims resulting from the use of The Woods facilities. I hereby expressly waive any and all rights that I may have under Section 1542 if the California Civil Code, which provides:

"A general release does not extend to claims which the creditor does not know or suspect exist in his favor at the time of executing the release, which if known by him, just have materially affected his settlement with the debtor."

I intend this agreement to be as broad and inclusive as is permitted by the law of the State of California and that if any portion hereof is held invalid, I agree that the balance shall, notwithstanding, continue in full legal force and effect.

I am executing this agreement freely and voluntarily. No representations or promises of any kind have been made by the park management, the WCA, or any of their agents, employees or representatives to induce me to enter into this agreement.

I have seen the facilities to be used and have read and understand the park rules for "Recreational Facilities" and agree to abide by these rules and to explain these rules to my guests and invitees.

Resident Signature \_\_\_\_\_

Resident lot # \_\_\_\_\_

Date signed \_\_\_\_\_

## **CLUBHOUSE and KITCHEN RULES**

- 1) Use is restricted to resident sponsored events
- 2) The clubhouse and/or kitchen are available for private or special functions sponsored by the resident or their additional occupant when such use does not conflict with community social activities or meetings. The sponsoring resident or additional occupant must be present at all times during the party or special function and is responsible for leaving the premises clean, and furniture and equipment in good order.
- 3) To reserve the clubhouse and/or kitchen, the resident or additional occupant must reserve it on the community calendar located in the business office prior to the event, and sign a hold harmless agreement. For events to which not all park residents are invited, a cleaning/damage deposit of \$200.00 is required, and will be returned upon satisfactory inspection after the event has occurred. WCA management has the discretion to limit non-WCA events using the clubhouse in December, even events sponsored by a WCA resident.
- 4) A fee may be charged for private use events when invitees include non-Woods residents, and/or when it will include more than 12 people. No fees are charged for memorial services of WCA residents.
- 5) Insurance may be required for private use events by outside organizations.
- 6) Sponsors of non-fee events are responsible for seeing that premises are clean. A fee will be charged if the area is not tidy.
- 7) Report any equipment or operational problems to WCA management immediately.

## **CLUBHOUSE CLEAN-UP CHECK LIST**

### **KITCHEN**

- ☐ Garbage disposal(s) run
- ☐ Dishwasher(s) started, exterior wiped down (resident must return to empty dishwasher)  
Refer to directions posted near dishwasher(s)
- ☐ Coffee makers and hot pots emptied, rinsed/washed, put back on counter by sink
- ☐ Range top wiped down, burners cleaned if necessary
- ☐ Warming drawers wiped down
  - Liner removed, wiped with damp cloth
  - Liner and racks removed if auto cleaning (refer to directions posted near oven(s))
- ☐ Refrigerator/freezer wiped down inside and out, leftovers removed
- ☐ Hand-washed dishes, glassware, cutlery, pots/pans dried and put away
- ☐ Counter tops wiped down
- ☐ Sinks wiped down; sponges and soap dishes cleaned
- ☐ Paper/plastic goods wiped down and put away; unusable items discarded appropriately
- ☐ Salt and pepper/sugar bowls and creamers wiped off or washed and put away
- ☐ Floor swept and spills mopped up
- ☐ Dish towels, hand towels, hot pads, potholders taken home to wash, fold, and return
- ☐ Trash containers emptied
- ☐ Trash taken to dumpsters or tied and secured for removal by management

## **RESTROOMS**

- ☐ Waste basket emptied if necessary
- ☐ Countertop and sinks wiped down if necessary
- ☐ Floor swept and spills mopped up if necessary

## **MAIN ROOM**

- ☐ Waste baskets emptied if necessary
- ☐ Carpet vacuumed and spots cleaned as necessary
- ☐ Tables and chairs wiped down
- ☐ Furniture returned to original positions (or)
  - Pre-arranged with management to replace
- ☐ Decorations removed and stored properly (or)
  - Left for another event
  - Pre-arranged with management to remove
- ☐ Pool table covered and pool equipment put away
- ☐ Fireplace turned off
- ☐ Thermostat turned to 60 degrees
- ☐ Lights turned off
- ☐ Doors locked
- ☐ Damage, equipment problems and/or other issues reported to management

**Thank you for leaving the clubhouse in the condition you would like to find it if you were in charge of the next event**