

Enclave at Palmira Clubhouse

Application for Use

I understand that by signing this form I accept responsibility for the condition of the Enclave clubhouse. All recurring and non-recurring events, private parties, meetings or gatherings must fill out this request and be approved. You must schedule at least two weeks in advance. When the event is completed or canceled please communicate to the board by email or dedicated phone number provided. If damage has occurred or cleaning is needed you will be billed for this service.

I accept responsibility for my actions and the actions of my guests at all times and any liabilities that should arise thereof.

RULES FOR USE:

- * **The owner must be in good standing relative to quarterly fees.**
 - You must own/lease a unit in the Enclave to reserve the clubhouse.
 - The owner/lease holder must be present during the time of usage.
 - No member shall use the clubhouse for commercial or charity/fund raising events.
 - Children under 14 must be supervised by an adult at all times.
 - No pets are allowed in the clubhouse or around the pool.
 - No wet bathing suits are permitted in the clubhouse.
 - Decorations or fasteners that would harm surfaces or leave any marks or holes are not permitted. Tape on walls/ceilings not allowed.
 - The pool shall remain open to all residents of the Enclave during normal pool hours. Although the pool is NOT included in your rental, you, as a resident of the Enclave, and your guests may use the pool.
 - You must bring your own supplies and paper products. They are NOT included in the rental.
 - You must leave the clubhouse in the same condition as you found it, using your own cleaning supplies.
 - Cleaning supplies are the responsibility of the user. The clubhouse must be cleared of all decorations, food and drink items.
 - Return all chairs and tables to their original positions.
 - All tables must be wiped, including outside tables if used by your guests.
 - Kitchen counters and sink should be cleaned. The refrigerator should be emptied of your items.
 - The floors should be mopped or dusted as needed..
 - All trash should be removed.
 - Upon leaving, ALL lights should be turned off, the thermostat returned to 78 degrees and the building locked.

CLUBHOUSE HOURS OF OPERATION: 8 am to 11 pm.

PLEASE COMPLETE AND SUBMIT THE FOLLOWING:

Reserving Owner/Lease Holder Name (print)_____

Reserving Owner/Lease Holder Signature_____

Reserving Owner/Lease Holder Enclave Address_____

Reserving Owner/Lease Holder Phone_____

Description of Event_____

Event is One-time Only_____ **Event is Recurring on Multiple Dates**_____

Date(s) of Event_____ **Hours of Event**_____

Our Property Manager will notify you if your request has been approved and you will receive a key for access prior to your event. Keys must be returned after the one-time events or you will be charged for re-keying of the clubhouse.