

# ISLAND VILLAGE CONDOMINIUM ASSOCIATION

## Request for Clubhouse Reservation

Use of the Clubhouse is available on a reserved basis for social functions only for residents at a cost of \$10.00 per occurrence. It is not available for commercial or non-profit groups. Reservations are to be made by sending this form to the association Treasurer accompanied with your \$10.00 fee (make checks payable to Island Village Condo Association). **Your date is not guaranteed until the Treasurer receives the reservation form with the \$10.00 fee and confirms that no other parties have been scheduled for that date.**

The room should be thoroughly cleaned by 10:00 A.M. the morning following use. Damage to the premises or any clean up expense will be the responsibility of the person making the reservation.

**All activities in the clubhouse must terminate no later than 10:00 p.m.**

There is **NO SMOKING** permitted in the clubhouse or at the pool.

No furniture may be removed from the room. We have a limited number of stored chairs and tables available for your use. Please let us know in advance if you require these extra tables and chairs from the storage area.

**No loud music or excessive noise is permitted due to the consideration for the neighboring residents.**

**Gates to the pool must be closed and latched at all times. This is a State Law.**

All lights and air conditioning must be turned off after social events. If the A/C is used, keep doors & windows closed.

**Reserving this room does not preclude other residents from using the Pool and the Restrooms.**

**YOUR GUESTS MAY PARK IN THE "VISITOR" SPACES IN ANY OF THE PARKING LOTS OR OFF SITE.**

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Return bottom portion with the check to the Association TREASURER

**Keep top portion for reference.**

NAME: \_\_\_\_\_ UNIT #: \_\_\_\_\_

PHONE #: (Day time) \_\_\_\_\_ (Evening) \_\_\_\_\_

DATE OF AFFAIR: \_\_\_\_\_ NUMBER OF GUESTS: \_\_\_\_\_

TYPE OF AFFAIR: \_\_\_\_\_

STARTING TIME: \_\_\_\_\_ ENDING TIME: \_\_\_\_\_

WILL YOU NEED EXTRA CHAIRS, TABLES? YES:  NO:

WILL THE A/C NEED TO BE TURNED ON: YES:  NO:

**Remember: You are responsible for the actions of your guests.**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**Application Approved by:** \_\_\_\_\_ (Board member or Manager)