

**APPLICATION FOR PROPERTY OWNER/RESIDENT/SPONSOR PRIVATE RENTAL
OF THE KC HIGHLANDS
CLUBHOUSE – RESOLUTION 2020-1 ADDENDUM 1b**

(RENTAL IS FOR HIGHLANDS PROPERTY OWNERS ONLY)

Highlands Clubhouse is a non-smoking facility, which includes electronic smoking devices

NAME: _____ **PH#:** _____
(Property Owner/Resident/Sponsor requesting use of the clubhouse)

TYPE OF EVENT: _____
(No Commercial, Political or Private Enterprise events are allowed in KC Highlands Clubhouse.)

NON-PROFIT EVENT: _____
(Name of Non-Profit – Purpose of Event) Non-Profit Events Require Board Approval – See Page 4

REQUESTED DATE: _____ Between the hours of _____ and _____

MEMORIAL SERVICE:

Name of Deceased: _____ **Sponsor:** _____ **PH#:** _____

Clubhouse is available for use from 8:30 a.m. – 10 p.m. Please schedule your event so as not to conflict with existing planned activities.

RESERVATION DEPOSIT: \$75.00

A reservation deposit of \$75.00 must be made to reserve a date.

- For events of 75 guests or less the deposit is fully refundable providing the cleaning requirement has been met and no damage has occurred. The Owner/Resident/Sponsor has the option to use their deposit check toward paying for professional cleaning. Any infractions of the cleaning requirement may result in a partial or full loss of the reservation deposit. If excessive cleaning is required, the Owner/Resident/Sponsor will be held fully responsible for the additional costs.
- For events of 76 guests or more, the \$75.00 deposit will be applied towards a professional cleaning fee.

In all cases, the HOA will select the professional cleaning service.

RENTAL FEE SCHEDULE: The following rental fees apply. Please circle the appropriate number of guests.

25 GUESTS OR LESS	26– 50 GUESTS	51 – 75 GUESTS	76 – 150 GUESTS
\$50.00	\$100.00	\$150.00	\$225.00

Sponsor's Initials: _____

PAYMENT SCHEDULE:

- Applicant **must** provide a Reservation Deposit check to reserve a date at the time of application.
- Applicant **must** provide a Rental Fee check no later than one week prior to the event.
- Both checks **must** be made out to **Highlands Homeowners Association**.

TERMS/CONDITIONS:

- **No Commercial, Political or Private Enterprise** events are allowed in KC Highlands Clubhouse.
- **Minors allowed at events must** be supervised and remain in the area occupied by adults at all times during the event. Event applications for minors and young adults (i.e.: Birthday, Graduation, Recital) will not be accepted.
- The **Grand Piano** in the Great Room is off limits for all guests unless previously approved by a Board Member, HOA Staff or Committee Member Signature. _____ **approval signature**. The small upright piano in the Ballroom area is available to use with appropriate care. No prior approval required.
- If use or set up requires setting up the night before or early morning, arrangements must be made with Board Member, HOA Staff or Committee Member Signature. _____ **approval signature**.
- Rental Agreement does not include use of the **Television, Audio Visual Equipment, Barbecue, Pool Table, Card Room, Library or Office** areas.
- No animals (other than documented service animals) are allowed in the building.
- No vehicles of any type are allowed in the building or near any doors.
- The facility **must** be cleaned and ready for use by 8:30 a.m. the following day.
- **No food or beverage allowed in the Great Room**

LIABILITY:

- Owner/Resident/Sponsor ~~resident~~ will be held 100% responsible to correct any damage done to the facility or its contents during their event. If any damage occurs, Owner/Resident/Sponsor will be held directly responsible to resolve all issues to the satisfaction of the HOA Board President.
- Facility must be left clean.
- Owner/Resident/Sponsor understands the maximum number of guests at an event **must not** exceed 150 people.

Sponsor's initials: ____

RULES FOR USE OF THE CLUBHOUSE:

- Owner/Resident/Sponsor who has signed the usage contract agreement **must be** present during all preparation prior to and during the event. Owner/Resident/Sponsor **must be** present during any

cleanup following the event. Owner/Resident/Sponsor need not be present during professional cleaning.

- **Event and clean-up must be over by 10:00 p.m. All persons must vacate the premises by 10:00 p.m.**
- Highlands Clubhouse is a **non-smoking facility, which includes electronic smoking devices.**
- **No Smoking** is allowed within 30 feet of doors and windows. All smoking debris must be removed.
- **Beverages:** Punch, soft drinks, water, coffee, tea, etc. may be served. Alcohol is allowed provided it may not be served, sold, provided to minors, or be in violation of any Oregon State or Federal liquor laws.
- **Front Door:** May not be propped open. A greeter must be provided. Sponsor is responsible for all who enter the building during your event.
- **Front Door FOB: FOB MUST NOT** be used by anyone other than the sponsor. **DO NOT** loan your FOB to anyone.
- **The two exit doors in the Great Room do not automatically lock. Please re-lock upon re-entry.**
- **Candles: NO WICKED CANDLES ARE ALLOWED** (Fire Code). Only battery-operated candles are allowed.
- **Music:** Volume must be monitored in order to not disturb nearby residents. No music is allowed to be played outside of the building.
- **Signage:** No outside signs are allowed without prior approval from the Board, HOA Staff or Committee Member Signature. Small signs or balloons for directions are approved. _____
approval signature.
- **Furniture:** Furniture, plants and decorations may not be moved.
- **Lock-up:** Ensure all doors are locked and lights are turned off.
- **Paper goods** (such as paper plates, cups, napkins, plastic utensils) which belong to the HOA may not be used for any event.

Sponsor's Initials: _____

CLEAN UP REQUIREMENTS:

- **DISHWASHERS:** Load and run. Owner/Resident/Sponsor must make sure that dishwashers are unloaded and all dishes and utensils returned to the proper shelves and drawers no later than 8:30 a.m. the morning following the event.
- **APPLIANCES:** Ensure stoves are turned off and wiped clean. Remove all food items used for the event from the facility.
- **COUNTER TOPS:** Must be cleaned only with **409 Cleaner** found under the sink.
- **FLOORS:** If there are spills on the floor, please use **ONLY wet paper towels to clean.**
- **TABLES/CHAIRS:** Returned to storage.
- **TABLECLOTHES:** Owner/Resident/Sponsor must make sure tablecloths are laundered and returned within three (3) days.
- **FACILITY:** Outside and inside entrance, hallways, lounge, patios and parking lot are clean and free of debris.
- **BATHROOMS:** Ensure they are in functioning order and no excessive water is running.

- **FLOORING:** Carpet in the function area **must be** vacuumed and kitchen floor swept. Vacuum located in closet across from kitchen.
- **TRASH:** All trash **must be** removed to outdoor trash containers.
- **GARBAGE BAGS:** Replace garbage bags. Extra bags are in closet with garbage cans.
- **CARDBOARD:** All cardboard used at event **must be** removed to outdoor recycling area.

RESIDENT SPONSORED NON-PROFIT EVENTS – THESE REQUIRE BOARD APPROVAL*

- ***Allow up to one month prior to an event for HOA Board approval at a regularly scheduled meeting.**
- **Owner/Resident/Sponsor** may sponsor an event, **other than fundraising events**, for a registered non-profit group at no cost, other than the deposit, **providing** the event is open to the entire Highlands community. The entire Highlands community must receive an invitation to this type of event via email, posted notice or Highlights.
- **This option is available only once per calendar year, per individual non-profit group.**
- If the non-profit group event is NOT open to the entire community, rental fees/deposits apply.
- Owner/Resident/Sponsor sponsor must provide a \$75.00 deposit for this type of event to reserve a date. Deposit check will be returned to the sponsor assuming there are no issues to be resolved.
- Terms/Conditions above apply.

Board Approval Date _____

INDEMNIFICATION: (Must be read before signing.)

Each Owner/Resident/Sponsor agrees to defend and hold the KC Highlands Homeowners 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, omission or 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.

Owner/Resident/Sponsor Signature: _____ Date: _____

Board, HOA Staff or Committee Member Signature: _____ Date: _____

Date Payment Received: Deposit: \$ _____ Date Received: _____ Rental Fee: _____

Refund Amount: \$ _____ Date: _____ Check #: _____