

Cypress Tanglewood Homeowners Association

Clubhouse Reservation form

Resident Information

Name _____

Address _____

Phone # _____ Cell # _____

E Mail _____

Event Information

Type of Event _____

Date Requesting _____ Start time _____

Expected number of guests _____ End time _____

Conditions and Guidelines for use of Clubhouse:

****Please read the "Clubhouse Reservation Guidelines" which are included**

Agreement

I have read, understand, and agree to the guidelines on the Clubhouse Reservation Guidelines.
I understand that I am using the Clubhouse at my own risk, and hold the CTHOA not responsible for any loss connected with its use.

Signed _____ Date _____

Association Use Only: Approved by _____ Deposit Received _____

CLUBHOUSE RESERVATION GUIDELINES

Below are the guidelines for reserving the CTHOA Clubhouse.

- **Any resident who desires to reserve the Clubhouse must maintain his/her account with the CTHOA in current status. A homeowner whose dues are delinquent for 30 days or more, or is habitually delinquent in paying their dues, may have their request to reserve the Clubhouse denied. If the request is made by a tenant, the absentee owner of the unit must comply with this condition.
- **The Clubhouse has a maximum capacity of 50 persons. However, if you are using tables and chairs to seat your guests, the maximum capacity is 40 people.
- **You, as the resident of Cypress Tanglewood Homeowner Association must be in attendance during the decorating process, during the entire event, and during the clean-up.
- ** You are welcome to use the kitchen—after your event, please be sure to remove everything you have put in the refrigerator or freezer. Do not leave any food items or ice in the Clubhouse.
- **There are tables and chairs in the cabinets of the Clubhouse. Be sure to put all of the tables and chairs away before you leave. There are 40 folding chairs, 4 square tables—34” square and 6 rectangle tables that are 6 feet long.
- **If you decorate the Clubhouse for your event, please **DO NOT** attach anything to the walls, beams, or ceiling.
Be sure to remove ALL decorations before you leave—failure to do so may result in a forfeit of your security deposit.
- **You may use the air conditioner or the heater, but please remember to turn it to the OFF position before you leave.
- ****No alcohol may be served or consumed inside or outside the Clubhouse at any time.**
- ****Please be sure your guests keep their socializing inside the Clubhouse.**
- ****The pool and playground areas are not to be used by your guests.**
- **When you leave, please take all trash with you.
- ****The resident who reserves the Clubhouse is responsible for making sure it is clean after the event.**
Floors are to be swept and mopped, countertops and tables cleaned. Refrigerator and freezer emptied and clean.
- **Only after the keys to a **clean** Clubhouse will the \$200.00 security deposit be shredded. If the Clubhouse is not cleaned, the security deposit will be forfeited.