

**RIVERWIND HOMEOWNERS ASSOCIATION
RHOA CLUBHOUSE COMPLEX RESERVATION AGREEMENT**

Reservations are taken by the scheduler or designee only on a first come, first serve basis. Reservations are confirmed only after the agreement has been signed by the resident and co-signed by the scheduler or designee. This excludes existing recurring scheduled events which are open to all residents. Please be sure to include in your request Total Time Reserved, sufficient set-up and clean-up time for your event

Building reserved: Main Clubhouse Small Clubhouse Game Room

Date of the Event: _____

Total time reserved for the Event: From _____ To _____

Time to appear on the monthly Calendar in order to set-up and clean – up:

From _____ To _____

The number of people attending this event must be within Fire Marshall Limits.

Main Clubhouse: Table & chairs - 72, chairs only -154.

Small Clubhouse: table & chairs - 22, chairs only - 48, standing – 48.

Game Room: 24

Responsible resident hosting this event: _____

Resident's address: _____

Resident's phone number: _____

Email address: _____.

Signature of resident: _____

Date: _____.

(By signing this agreement, you agree to the Clubhouse Complex Clean-up Procedure)

Signature of scheduler: _____

Date: _____.

One copy to the Resident and one copy for the scheduler

**RIVERWIND HOMEOWNERS ASSOCIATION
CLUBHOUSE COMPLEX CLEANUP PROCEDURES**

Cleanup should occur on the day of the event.

Wash any dishes, glassware, utensils and coffee pots used.

Make sure all appliances are turned off (i.e. oven, coffee pots, etc.).

Tables and chairs need to be returned to original locations.

Refrigerator/Freezer:

Remove all food, beverages and ice after an event. Take home used towels, washcloths and tablecloths. They need to be washed and returned soon as possible.

Grill must be cleaned if used.

Check restrooms for trash.

Take home all garbage and recyclables (bags located under sink).

Floors:

Sweep or vacuum floors to remove any debris. Spot clean or mop kitchen floor.

Run vacuum and apply spot cleaner on carpet (small clubhouse/game room), if needed.

Check the thermostat and return to seasonal setting (summer 68°, winter 72°).

Close and lock all windows and doors.

Turn out lights and lock door.

Thank you for keeping our Clubhouse Complex clean.