

UNIVERSITY HILLS COMMUNITY CENTER
RESERVATION APPLICATION AND CONTRACT

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____: EMAIL _____

DATE REQUESTED: _____

HOURS OF USE (setup and cleaning) _____ to _____

_____ SOCIAL CENTER

_____ ACTIVITY ROOMS

_____ COMMUNITY ROOM

TYPE OF
EVENT _____

ATTENDANCE: _____

IS ALCOHOL TO BE SERVED? YES _____ NO _____

WILL ANY TYPE OF AMPLIFIED MUSIC BE PLAYED?

YES _____ NO _____

(live entertainment; portable sound system etc.)

WILL THE CLEANING SERVICE BE HIRED TO CLEAN UP?

YES _____ NO _____

(Required for events with more than 32 people.)

AMOUNT PAID:

USE FEE: _____

SECURITY DEPOSIT: _____

CLEANING FEE: _____

TOTAL _____

PLEASE READ AND INITIAL THE FOLLOWING:

_____ I have read and understand the Rules and Reservation Procedures and am aware of any required Use Fee, Security Deposit, and/or Cleaning Fee as well as any applicable cancellation penalties .

I understand that:

_____ The Community Center is for University Hills residents use for personal and private functions. Reservations must be made by a University Hills property owner of record or by a renter of record for Las Lomas, Gabrielino or Santiago Apartments.

_____ A Reservation is not considered permanent until ICHA receives a completed Reservation Application, and any required Use Fee, Security Deposit, and/or Cleaning Fee have been paid in full.

_____ The Use Fee will be forfeited for any Reservation cancelled less than 7 days before the scheduled event. The full Security Deposit will be returned.

_____ All payments for required Use Fee, Security Deposit, and/or Cleaning Fee are cashed. A \$25 NSF fee is charged for any check that is returned by the bank. If a check is returned, the Reservation may be cancelled. ICHA will make every reasonable effort to contact the Sponsoring Resident in the event of a returned check.

_____ As the Sponsoring Resident I am required to be in attendance for the entire function.

_____ All reservation requests must include any time needed to set up as well as cleanup the facility within the approved reservation period. All functions must be concluded by 10:00 pm without exception.

_____ Any damage to the facility should be reported to an ICHA representative immediately.

_____ Use of the Community Center may be restricted by ICHA for any violation of community rules or abuse of the Community Center or common area facilities.

_____ Fire regulations limit the number of persons occupying the Community Center space. Please refer to the capacity requirements for each room.

_____ Amplified music of any kind (live entertainment; portable sound system etc.) must be approved by ICHA prior to the event.

- _____ The entire Community Center is a smoke free facility.
- _____ Decorations are allowed as long as they are completely removed after the event and comply with the Reservation requirements found herein.
- _____ The reserved area must be cleaned immediately after the event, using the "Cleanup Checklist" or the professional cleaning service. ICHA provides a vacuum, trash bags and limited supplies for your use. It is the Sponsoring Resident's responsibility to ensure that the appropriate cleaning supplies are available.
- _____ All tables and chairs must be cleaned, folded, stacked and returned to the storage room.
- _____ Property damage and/or additional cleaning charges will be charged against the Security Deposit. Charges incurred beyond the original deposit will be billed directly to the Sponsoring Resident.
- _____ Failure to pay charges from resultant damages in excess of the Security Deposit may result in a special assessment or lien being placed on the homeowner's property, as well as additional charges for administrative and or legal cost incurred to collect these costs.

Name of Sponsoring Resident (please print): _____

Signature of Sponsoring Resident: _____

Date Signed: _____

University Hills Community Center

Cleanup Checklist

Please initial the following cleaning duties as they have been completed:

Cleanup:

____ Wipe down all tables and counter tops; clean, stack, and store all tables and chairs.

____ All furniture returned to the original position.

____ Remove all decorations, tape, etc.

____ Vacuum carpet or sweep floor as applicable

____ Remove your food from the refrigerator/freezer and clean up spills

____ Clean and scour sinks

____ Turn off all audio/video equipment.

____ Remove all trash and recyclables and place with the dumpsters located in the south west corner of the parking lot.

Lockup:

____ Turn off all lights

____ Close all doors. Door will lock automatically at the end of your reservation time.

If after inspection by an ICHA representative the condition of the reserved room(s) is found to be unsatisfactory, you will be charged for the actual supplies and time to clean up the area. This amount will be deducted from your Security Deposit.

Deposits will be returned approximately two weeks after the event via U. S. Mail.

PLEASE LEAVE THE ROOM AS YOU FOUND IT.

THANK YOU FOR YOUR COOPERATION!