



# Clubhouse Usage Rules & Reservation Application

## Reserving the Clubhouse

The clubhouse may be reserved by any Jackson View Owners Association (JVOA) resident for community and private social functions. Reservations are first come, first serve. You may make reservations up to one year in advance. Exceptions to this may be considered on a case-by-case basis.

**Note:** Certain areas of the clubhouse cannot be reserved for exclusive use. You must submit an application, regardless of whether your event is being held in a non-exclusive or exclusive area of the clubhouse to ensure that maximum capacity for any given area is not exceeded. Please review the **General Usage Rules** below.

To reserve the clubhouse:

1. Check the [Clubhouse Schedule](#) to make sure the date and time of your function is available.
2. Fill out a Clubhouse Reservation Application and e-mail or drop it off to the [Clubhouse Reservation Coordinator](#).
3. Make sure your application is approved/signed by the Clubhouse Reservation Coordinator before making your plans.

## General Usage Rules

Clubhouse rules are as follows:

- The clubhouse may not be used by business or political groups or used for solicitations or fundraising.
- Children under 18 must always be accompanied by an adult.
- Smoking is not allowed in the building.
- Animals are not allowed in the clubhouse or pool area, excepting service animals.
- Clubhouse maximum capacity is as follows:
  - Standing = 130
  - Sitting (chairs only) = 93
  - Dining = 43
- Pool maximum capacity is 63.

- Exclusive/non-exclusive use areas are as follows:

Exclusive Use Areas	Non-Exclusive Use Areas
Kitchen	Swimming pool
Dining/meeting room	Pool patio area
	Game room
	Lounge area/great room
	Exercise room

Your guests may, however, share use of these non-exclusive areas with other residents during your event.

- Residents/homeowners are financially responsible for any damage to the building and/or the facilities while using the facilities for their private event.
- Furniture, including folding chairs and tables, may not be borrowed or removed from the clubhouse for personal use.
- **IMPORTANT:** The sound panels in the dining/meeting room are very sensitive and easy to damage. Do not touch or attach anything to these panels.

## Entrance and Parking

For security reasons, please do not give out your gate code. The side gate into the parking lot can be opened by the Clubhouse Reservation Coordinator, if requested on the Clubhouse Reservation Application.

You can also ask your guests to use the electronic directory at the front gate to call you and you can open the gate via your phone. See JVOA Community Rules & Guidelines, Appendix C: Front Gate Electronic Directory Setup and Usage, to learn how to set up and use the electronic directory.

If the clubhouse parking lot is full, additional parking is allowed on the street. Please do not block residential driveways.

## Cleaning and Setup

Applicants/residents are responsible for restoring the clubhouse to its original state after an event. This includes both cleaning and room setup. **Cleaning must be completed no later than noon the following day.** When cleaning is complete, notify the Clubhouse Reservation Coordinator, who will do a walk-through within 24 hours.

- If you rearrange the furniture in the room, please restore it back to the original setup.
- If you use the last of a supply, please replace it.
- Set the thermometer back to its original temperature.
- Turn off all lights and lock all doors. Double-check to make sure doors are locked.

- Clean the clubhouse:
  - Wipe off all counters
  - Remove all trash
  - Clean the BBQ if you use it
  - Remove fingerprints from windows
  - Clean the bathrooms
  - Vacuum carpets
  - Sweep and mop floors
  - Remove your items from the refrigerator
  - Clean the oven, if needed, and make sure it is turned OFF
  - Clean and put away all dishes, utensils, and pots/pans
  - If you use the dishwasher, be sure to unload it when the dishes are clean.



# Clubhouse Reservation Application

*This agreement must be signed by the homeowner/resident and by the current Clubhouse Reservation Coordinator prior to the event.*

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Event Date \_\_\_\_\_ Begin Time \_\_\_\_\_ End Time \_\_\_\_\_

Event Purpose \_\_\_\_\_

Number Attending \_\_\_\_\_

Which **exclusive** use room(s) would you like to reserve?

- Dining/meeting room     Kitchen

Which **non-exclusive** use room(s) would you like to reserve?

- Great room/lounge     Game room     Pool     Pool patio     Parking lot

Will you need the side gate opened?     Yes     No

Open Time \_\_\_\_\_ Close Time \_\_\_\_\_

### Agreement for Use of Facility

*I have read and agree to comply with all requirements listed in the **Clubhouse Usage Rules** and take full responsibility for myself and all guests who will be on the premises. I understand that I am financially responsible for any damage to the building and/or facilities.*

Homeowner/Resident Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved?    \_\_\_ Yes    \_\_\_ No

Reservation Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_