

SQUIRE VALLEY HOMEOWNERS ASSOCIATION
c/o Towne Properties Asset Management Co.
500 Thomas More Parkway
Crestview Hills, KY 41017-2175

CLUBHOUSE RESERVATION FORM

WHEN DO YOU FILE A CLUBHOUSE RESERVATION AND USE FORM?

This form should be submitted by any resident owner in good standing wishing to use the clubhouse for an event on an EXCLUSIVE basis. If in doubt, contact the Management office.

- A. The Clubhouse Director must receive reservations at least seven (7) days in advance and no reservation will be accepted more than sixty (60) days in advance.
- B. After receipt of this form and nearing the date you will be using the clubhouse, a key will be mailed along with a new form for your future use. Additional forms are available through the Clubhouse Director or Management office. A Clubhouse Cleaning & Usage Checklist will be forwarded along with the key.

WHAT IS THE OBJECT OF THE FORM?

The object of this form is to better serve the community by improving communication of what is required when using the clubhouse and so that no scheduling conflicts occur. The clubhouse is on a first come, first serve basis.

NAME: _____
PHONE: _____ WORK: _____ HOME: _____
ADDRESS: _____ UNIT# _____
DESIRED DATE OF USE: _____
TIME: FROM _____ TO _____

EVENT DESCRIPTION:

I have enclosed a security deposit check of \$100.00. Checks shall be made out to Squire Valley HOA, Inc. I fully understand accept and agree that I will be held personally responsible for the clubhouse and use of same while maintaining use of the key. I will further agree to abide by all rules governing the use of the clubhouse and be responsible for any and all damage that may occur and for the clean up of same. I will return the key promptly (next day) by delivering or mailing key to the address below. Expenses that may be necessary due to incurred damage, lack of clean-up or carpet cleaning, no returned key, etc., will be withheld from the deposit. In the event the deposit is inadequate to cover the charges, I understand that I will be billed for all amounts in excess thereof. I further understand that my giving the key to another person for return to the Clubhouse Director or Management Office does not relieve me of my responsibility.

Member will: Serve food (Y) (N); Provide liquor (Y) (N) (note: liquor may not be sold at any time.); use kitchen (Y) (N); have dancing (Y) (N); have music (Y) (N). if yes, state type: (band, stereo, DJ, etc.) _____

SIGNED: _____ DATE: _____

FOR COMMITTEE/OFFICE USE ONLY:

DATE RECEIVED: _____ BY: _____
CHECK NUMBERED: _____ DATE APPROVED: _____
DATE DISAPPROVED: _____ REASON: _____
DATE MAILED/DELIVERED KEY: _____ DATE KEY RETURNED: _____
DATE INSPECTED: _____ INSPECTED BY: _____
SECURITY DEPOSIT AMOUNT RETURNED: \$ _____ DEDUCTIONS: \$ _____

MAIL OR DELIVER TO: CLUBHOUSE DIRECTOR
Mark MacDonald, 949 Squire Valley Drive, Villa Hills, KY 41017