

**CLUBHOUSE RESERVATION REQUEST**

**(A signed copy of the DVCA Clubhouse Rental Policy must accompany this request.)**

**Resident:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Requested date & time:** \_\_\_\_\_ **Occasion:** \_\_\_\_\_ **# of guests:** \_\_\_\_\_

**Will this use of the clubhouse involve any fundraising?**  **YES**  **NO** If YES, please provide a full description of this activity on the back. **Any use of the clubhouse for fundraising MUST be approved by the Board of Directors.**

**Requested use:** (Fees include use of furnishings, appliances and kitchen items, but not paper/plastic plates, cups utensils.)

- Main room with no food \$15.00
  - Main room with food and/or drink \$30.00
  - Entire main floor with no food \$30.00
  - Entire main floor with food and/or drink \$50.00
- A security deposit of \$150.00 is required for all rentals.**  
**The deposit will be returned upon inspection.**

The DVCA Policy governing Clubhouse Rental and the Clubhouse Clean-up Checklist are attached. By signing this document and the policy the resident agrees to abide by all.

The resident requesting private use of the clubhouse must agree to and accept the following indemnity and hold harmless clause:

In connection with the reservation and use of the clubhouse and its facilities, the undersigned agrees to indemnify and hold harmless Deerlake Village Community Association, Inc., any committees or persons appointed by the Board of Directors to manage the clubhouse and its facilities and any or all of the other members of the Deerlake Village Community Association, Inc., from any liability, loss or damage arising out of said use or caused by the undersigned or any of his/her guests or invitees. Loss or damage shall include reasonable attorneys' fees incurred in connection with the enforcement or application of this provision.

***I understand that I must be present at all times.***

Initial by renter: \_\_\_\_\_

Resident's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Clubhouse Committee Use Only**

Date reservation received: \_\_\_\_\_ Security check # \_\_\_\_\_ Rental fee check # \_\_\_\_\_ (copy of checks attached)

Date of inspection: \_\_\_\_\_

- Condition OK
- Condition requires extra clean up. Explanation: \_\_\_\_\_
- Security deposit returned.
- Partial Security deposit returned. (Amount \_\_\_\_\_)
- Security deposit forfeited. \_\_\_\_\_