

AGREEMENT FOR RESERVING THE AUDITORIUM AND/OR LOUNGE

Revised **FEBRUARY 2, 2012**

BLDG. NUMBER _____ UNIT NUMBER _____
PHONE NUMBER _____

I/WE _____

DO HEREBY REQUEST THE USE OF THE:

AUDITORIUM: _____

LOUNGE: _____

PURPOSE: _____

NUMBER OF GUESTS EXPECTED: _____

DATE: _____ FROM: _____ TO: _____ (time)

ANY SETUP TIME REQUIRED FROM: _____ TO: _____

I/We fully understand that the Board of Directors must approve this application for the use of the Auditorium or Lounge and also that I/We agree to the following stipulations:

Initials

I/We are giving 2 checks totaling \$300.00. The \$100.00 check (non refundable) will go towards defraying the cost of using the facilities. The \$200.00 check will be returned if the Property Manager is satisfied that the room was left in the same condition as prior to the event. Otherwise, the \$200.00 check would be forfeited.

NOTE: For your function, a copy of your Home Owners Insurance Declaration page to your policy must be submitted to the Property Manager prior to your event.

Initials

1. I/We will be fully responsible for any damage, loss, or pilferage of any articles used in the reserved area.

Initials

2. According the Fire Code, we agree that there will be **NO SMOKING** allowed during the duration of the event inside the buildings.

Initials

3. I/We have read the Rules for the use of Auditorium or Lounge pages 1 thru 5 attached.

Initials

RULES FOR THE USE OF THE AUDITORIUM AND LOUNGE:

1. A request for the use of the facility must be accompanied by a \$300.00 usage fee and submitted to the Office of Long Bayou. Two (2) checks will be required, one check for \$100.00 (non refundable) will be given to defray the cost of the Auditorium and Lounge and the other check for \$200.00 will be refunded if the facility is left **CLEAN** and in the same order. The request will be submitted to the Board of Directors for approval. The request must specify what type of affair the facility will be used for, the date, time and approximate number of guests expected. **NOTE:** A walk through is required prior to your event and after your event before your \$200.00 refund check is returned. The Property Manager will determine if the \$200.00 check is to be returned. **ONLY OWNERS AND YEARLY LESSEES MAY RESERVE OUR FACILITIES.**

Initials

2. Some facilities of the recreation area are in constant use by members of the association and cannot be reserved. The facilities that cannot be reserved are: **POOL, JACUZZI, BILLIARD ROOM, EXERCISE ROOM, CARD ROOMS, CRAFT ROOM, BAR ROOM, SHUFFLEBOARD COURTS, TENNIS COURTS, AND PICNIC AREA. REMEMBER:** No guests, food, or drinks are allowed outside your reserved area.

Initials

3. Any Social activities of the Association are exempt from paying rent. The Property Manager will answer any and all questions.

Initials

4. One week prior to the affair, you must submit an alphabetized list of non-resident guests to the Guardhouse. It should give the date, time of arrival and approximate time of departure. In addition to guests, it should include any individuals providing services (caterer, minister, Disc Jockey, etc.) in order to gain admittance.

Initials

5. Food, beverages, flowers, supplies, event deliveries may be brought into the area prior to the morning of the affair. Long Bayou is not responsible if they are left unattended. You must be present for any deliveries.

Initials

6. You are responsible for supplying your own garbage bags, paper towels and cleaning equipment.

Initials

7. **NOTE:** take caution and care when moving any of the furniture in the Auditorium and Lounge. Do not drag the furniture across the tile floor, as it will cause damage to the tile. All furniture that has been moved must be returned to its original position. Any resulting damage to the floor will be the responsibility of the person who signed this agreement.

Initials

8. Kitchen sink disposal are not to be used. Do not remove the sink screens from the sinks. The large TV in the Lounge is not to be used. All garbage must be bagged and disposed in the dumpster on the east side of the parking area next to the Auditorium

Initials

9. All empty containers, food decorations, items brought in for the function must be removed.

Initials

10. For Atmosphere, it is ok to use the coach lights. Use caution and common sense when decorating. **NOTE:** Do not use tape or tacks to decorate. Also, the windows or painted walls are not to be decorated.

Initials

11. Turn off all lights and air conditioning, including the restrooms, before leaving.

Initials

12. If you wish to have any special cleaning or janitorial service before or after the affair, please contact the Long Bayou Office at least two (2) weeks in advance. You will be responsible for any cost involved. Minimum charge of three hours @ \$25.00 per hour.

Initials

13. Guest at special affairs is to remain in the area reserved and not intrude upon the privacy of residents in other areas. **REMEMBER:** children 18 years of age and under must be supervised at all times.

Initials

14. The person reserving the facility must be an owner or yearly lessee and will be financially responsible for any damage in excess of the \$200.00 deposit. The owner or lessee must be in attendance during the entire function and are responsible to abide by the above rules. **ONLY** under the above rules will the use of the Auditorium or Lounge be granted.

Initials

15. I/We will be fully responsible for any damage, loss, or pilferage of any articles used in the rented area. I/We will indemnify the Association for any damages or injuries suffered while the rented area is under the control of the Owner/renter.

Initials

APPROVED BY:

Ben Commons, Property Manager

Date