

## Clubhouse Reservation

- Paseo de Oro Clubhouse – 9672 Paseo de Oro
- Via Largo Clubhouse – 4247R Via Largo

The clubhouses are exclusively for the use and enjoyment of TNHOA members or tenants/lessees and their guests, all subject to the terms and conditions of the Governing Documents including the following rules **(initial each):**

- \_\_\_ Use of clubhouse is for social, charitable or community service events.
- \_\_\_ No business ventures or uses for personal gain are allowed.
- \_\_\_ Legally responsible adult who reserves clubhouse assumes full personal and financial responsibility / liability for any damage / destruction to TNHOA property and for misconduct of guests (CC&Rs Section 4.9.1).
- \_\_\_ **Legally responsible adult reserving clubhouse must be present when clubhouse is in use.**
- \_\_\_ Reservation of clubhouse **does not include use of common area surrounding the clubhouse or use of association swimming pools.**
- \_\_\_ Maximum occupancy of clubhouse is limited to 50 persons or less.
- \_\_\_ In consideration of other residents and for health/safety reasons, **the following are NOT ALLOWED:**
  - Aggressive, loud, or dangerous behavior/noise
  - Food preparation outside of clubhouse
  - Barbecuing/grilling inside or outside of clubhouse
  - Decorations attached inside or outside of the clubhouse with staples tacks, tape, etc.
  - Bounce Houses or similar apparatuses
- \_\_\_ Clubhouse must be cleaned/vacated on day of use (Sun-Thurs 9:00pm & Fri-Sat 10:00pm) **and all trash bagged and removed for disposal at user's home.**

## TO RESERVE AND USE A CLUBHOUSE.....

1. Legally responsible adult checks Clubhouse Schedule at [www.tnhoa.com](http://www.tnhoa.com) (website) for availability
2. Thoroughly reads, completes, signs required paperwork.
3. Contacts clubhouse reservationist to secure date and submits completed paperwork including **\$100.00** deposit check (made payable to TNHOA) to the Office.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date

## Clubhouse Reservation Details

- Paseo de Oro Clubhouse – 9672 Paseo de Oro  
 Via Largo Clubhouse – 4247R Via Largo

Requested Date \_\_\_\_\_ Start Time \_\_\_\_\_ Reason for Reservation (type of event) \_\_\_\_\_

Legally Responsible Adult  
 Owner  Tenant

Owner Name \_\_\_\_\_ Tenant Name (if applicable) \_\_\_\_\_

Unit # \_\_\_\_\_ Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

**\$100.00 Deposit Amount** Check # \_\_\_\_\_ Reservationist's Initials/Date \_\_\_\_\_  
 Received

**By signing this agreement, you are confirming: (1) use of clubhouse is consistent with information given on pages 1-2 of 3; (2) homeowner/tenant information is accurate; and (3) you are agreeing to the stated terms and conditions. Failure to comply may result in a warning, forfeiture of deposit, loss of clubhouse privileges and/or a fine of \$500 in addition to costs for repairs/replacement due to damage.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Reservationist's Notes:

\_\_\_\_\_  
Reservationist's Signature

\_\_\_\_\_  
Date

# TANGLEWOOD NORTH HOA

## CLEANUP CHECKLIST

<b>EVENT DATE</b> _____
<b>EVENT</b> _____

- Paseo de Oro Clubhouse
- Via Largo Clubhouse

Prior to using clubhouses, please notify reservationist if clubhouse is not in "pre-party" condition so that you will not be responsible or cleaning and/or damages. When finished using clubhouse, review this form, complete the following tasks, and give us a call.

- All surfaces must be clean free of dirt, crumbs and spills
  - Kitchen Counters
  - Appliances (refrigerator empty)
  - Floors (Broom and dust pan provide at clubhouse)
  - Furniture (Couches, tables and chairs)
  - Windows (Free of handprints and smudges)
- Decorations/balloons have been removed/put in trash
- Restrooms are clean, free of trash and locked
- Trash is bagged and removed from clubhouse for disposal at user's home
  - New trash bag has been placed in trashcan
- Air conditioner/heater is in the "OFF" position
- Window blinds are lowered and returned to OPEN position
- Lamps on the end tables are **plugged in and "ON"**
- All other lights inside clubhouse and restrooms are "OFF"
- All doors including the restrooms are "LOCKED"
- Furniture is accounted for with used tables and chairs left standing.
  - Paseo de Oro Clubhouse: 2 Couches, 4-8' tables, 6 card tables, 1 odd 8' table 1 odd 4' table, 1 odd 6' table, 35 folding chairs
  - Via Largo Clubhouse: 2 Couches, 4-8' tables, 1-6' Table, 6 card tables, 32 folding chairs

Deposit will be returned when clubhouse is in satisfactory condition. If clubhouse is in unsatisfactory condition, the \$100.00 deposit check will be deposited and the proper cleaning fee to return the Clubhouse to satisfactory condition-will be assessed and deducted. The remainder of the deposit check will be returned to the Reserving Party if the key is returned.

Lost key will be assessed a \$150.00 fee.

\_\_\_\_\_ Date \_\_\_\_\_

Reservationist's Signature

Date

### NOTES by Reviewer of Clubhouse: