

Vista Montana Estate Clubhouse Reservation Form

Mail to:

Vista Montana Estates
6840 N. Oracle Rd. Ste. 130
Tucson, AZ 85704

EVENT DATE _____

START TIME _____ END TIME _____ (10:00 PM, no exceptions)

Number of People Expected _____ Purpose of Rental _____

Estimated Vehicles _____

I hereby request the use of the Clubhouse and will be liable for all guests and any loss or damage to the property and/or equipment. I understand my reservations are for the clubhouse and adjoining patio only. I also understand that no areas of the pool house are included in this reservation. Other residents cannot be excluded from using all other common areas of the facilities during this time. I will supply all additional supplies and Equipment for cleanup. I have read and will comply with the clubhouse reservation guidelines.

Date of Request: _____

Requesting Residents name (Please Print)

Residents address Phone: _____

Residents Signature

- Rental Fee (non-refundable) Received _____ Date _____
- Deposit Amount Received _____ Date _____

• Final Inspection By _____

• Approved by _____

• Comments _____

Amount of deposit refunded _____ Date refunded _____

VISTA MONTANA ESTATES HOMEOWNERS ASSOCIATION

Clubhouse Rental/Reservations Policy

A private function is defined as a group of people joining together to participate in an occasion other than a regular or standard activity, with the invitation list being selective and not posted for the entire community to attend. The invitees may or may not be members of the Association.

1. ASSOCIATION EVENTS WILL HAVE PRIORITY.

2. PRIVATE FUNCTIONS: Clubhouse/Patio reservations must be requested through the management company and must be accompanied by a deposit. Anyone requesting the use of the Clubhouse for a private function must be an association member in good standing. The Clubhouse is available only to the Unit Owner/Resident and cannot be reserved on behalf of a family member, relative, friend, etc. Rental lease units must provide Lease Agreements for reservations

3. Reservations are taken on a first-come-first-serve basis_

4. Rental and deposit fees:

***Recurring *meetings* of 10 or fewer: \$10.00 Non-refundable rental fee
\$150.00 deposit**

***Social functions of 25 or fewer: \$25.00 Non-refundable rental fee
\$250.00 deposit**

***Social Functions of 26-50: \$50.00 Non-refundable rental fee
\$350.00 deposit**

***Social Events with more than 50 guests shall result in loss of deposit.**

***There will be a \$15.00 non-refundable charge for all jumping castles, inflatables, outdoor sound systems or trains.**

5. A request form and a non-refundable **rental fee** and deposit to the Vista Montana Estates Homeowner's Association is required at least two weeks prior to the requested date. Individuals reserving the Clubhouse are responsible for any loss or damage and for the clean up after the event. The restrooms, if used, are also to be thoroughly cleaned and trash is to be bagged and discarded into the outside trashcans provided, and placed at the curb. An inspection team will inspect the premises as soon as possible after the close of the function. If all is in fine condition after the inspection, the deposit will be refunded with approval of the Board of Directors

6. All rules associated with the CC&R's and the Rules & Regulations as well as posted seating capacity are to be adhered to. Failure to comply with these rules may result in the loss of deposit fee as well as suspension from reserving the clubhouse in the future.

7. Reservations are for the specific area of the clubhouse as shown *in* the agreement under "area reserved" ONLY and will not exclude other residents from entering and using the other common areas of the facility. **The pool house, pool ramada and patio ARE NOT included in any reservation.**
8. All paper products, food and drinks including other supplies in the kitchen, belonging to the Association are **not to be used for any private function.** No open flame candles are to be used anywhere in the building.
9. All activities will cease by 10:00 p.m. No exceptions.
10. The Association will not be liable for any guests who may get injured or require medical attention while attending a function at the clubhouse, including surrounding pool grounds • and parking areas.
11. If furniture is moved it must be put back to the original arrangement.
12. The individual making the reservation is responsible to obtain, and return after the function,' any key that is needed for access to the facility
13. The individual making the reservation must post a notice provided by the management company on the outside of front door and if applicable outside window of the clubhouse patio area for public view, 24 hours prior to their use of the facility stating the date and times that the facility is reserved.
14. Any damages to microwave or televisions are the renters responsibility.
15. The clubhouse key must be returned by 10:00pm on the same day as the event. Failure to do so may result the in forfeit of some or all of the deposit.
16. Any renter that does not show up on the day and time selected by them to pick up the key, may be charged a \$25 fee and the rental may be canceled.