

# CARMEL RETIREMENT CONDOMINIUM ASSOCIATION, INC.

## COMMUNITY CENTER RESERVATION FORM

Name:	Email:
Address:	
Home Phone:	Cell Phone:
Date Requested	From: am/pm* <b>Circle</b> To: am/pm* <b>One</b> Include time for setting up and clean up
Type of function	# of guest

**Cleaning/Damage Deposit:** \$100.00 check made to: Carmel Retirement Condominium Association, Inc. Please attach check to this form. (Check will be returned/refunded after a satisfactory inspection).

**Liability Release Statement:** I release Carmel Retirement Condominium Association, Inc. from all liability for injuries and damages resulting from my use of the Community Center. I understand that I am financially responsible for any damages to the facility resulting from my event. I understand that my reservation does not include the use of the Carmel Retirement Condominium Association, Inc. pool, spa, exercise room and pool table.

**Cleaning/Damage Deposit:** I agree to restore the facility to a clean and undamaged condition upon vacating. I understand that additional cleaning or repair will be deducted from my deposit. Additional costs exceeding the deposit will be billed to me and I agree to pay them within 10 days.

<b>Date:</b>	<b>Signature:</b>
Please print name:	

Booking will only be **confirmed** when this form is signed and dated and \$100.00 check is received.

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### FOR OFFICE USE ONLY

Date: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Reason for Denial: \_\_\_\_\_ Date/Time unavailable or Other: \_\_\_\_\_  
Advance Notice/Reservation sign posted at Carmel Retirement entrance: \_\_\_\_\_  
Date/Time \_\_\_\_\_  
Reviewed by: \_\_\_\_\_

CARMEL RETIREMENT CONDOMINIUM ASSOCIATION, INC.

## **CARMEL COMMUNITY CENTER RULES & REGULATIONS**

1. The community center and other common recreational facilities are for the primary use of all Carmel homeowners & residents.
2. Guest may be permitted use of the facilities, but must be accompanied by the sponsoring homeowner or resident.
3. The community center may be reserved by a homeowner or resident for a private party for their family or friends, such as a birthday party, anniversary, wedding, etc. for any day when there are no activities scheduled on the Activities Calendar. A security deposit of \$100.00, which is refundable only if there is no damage and the place is clean. An inspection will take place after the event. The deposit is due at every reservation in advance.
4. The pool, spa, exercise room & pool table are not included in the rental. The only rooms included are dining & kitchen. You have the use of one (1) refrigerator and you are responsible for food, drinks, plates, cups & plastic ware. Any supplies belonging to Carmel, stored in the kitchen, are not included.
5. The community center may not be reserved for an outside organization or club, even if a homeowner or resident is a member.
6. Private property may not be stored in the community center. Private property that is taken to the community center for use by the homeowner, resident, or guest should be removed at the end of their activity. Private property left in the community center for more than twenty-four (24) hours will be considered to be common property of the community center and may not be removed without approval.
7. All homeowners, residents, and guest using the community center and other common facilities are responsible for leaving the facility in the same clean, orderly fashion in which they find it.
8. Any exceptions to these guidelines must be approved by the Board in writing.
9. Guest should be instructed to park east of building #1420 around the circle & on the grass adjacent to garage C.

INSPECTION OF COMMUNITY CENTER BEFORE RESERVED DATE \_\_\_\_\_

BOD Member or Activities Director: \_\_\_\_\_

RESIDENT: \_\_\_\_\_

INSPECTION OF COMMUNITY CENTER AFTER RESERVED DATE \_\_\_\_\_

BOD Member or Activities Director: \_\_\_\_\_

RESIDENT: \_\_\_\_\_