

**MONTECIDO AT PORTOLA HILLS HOMEOWNERS ASSOCIATION**

Appendix 4

**APPLICATION AND AGREEMENT  
FOR PERMISSION TO USE CLUBHOUSE**

- 1) *Rental fee attached*                      \$50.00 (non-refundable)
- 2) *Security deposit attached*              \$250.00

*Note: Please send two (2) separate checks.*

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

**\*\*\*AGREEMENT\*\*\***

I (we) hereby apply for permission to use the Clubhouse on \_\_\_\_\_  
During the hours of \_\_\_\_\_. Expected attendance: \_\_\_\_\_

I (we) hereby assume full responsibility for the conduct and behavior of guests using the Clubhouse and agree to pay the Association for any damages done to the Clubhouse or its furnishings by any guest.

I (we) hereby fully indemnify the Association, its Board of Directors, and its members and hold them harmless of any form any claim of any person for damages to person or property arising out of my (our) use of the Clubhouse.

I (we) agree to conform strictly to the RULES & REGULATIONS for the use of the Clubhouse and to instruct my (our) guests to do likewise.

I (we) agree that rental of the Clubhouse does NOT include use of the pool/pool deck or spa/Jacuzzi.

I (we) understand that this application shall not be deemed validly granted unless approved, in writing, by a representative of Management.

I (we) understand that no amplified music or live bands are allowed at an event held at the clubhouse.

I (we) understand that activities held in the Association's Clubhouse are to conclude promptly at 10:00 p.m.

I (we) understand that children and teen parties must be chaperoned by a resident adult.

I (we) agree that cancellation of the reservation seven (7) days or less prior to the scheduled reservation date will result in forfeiture of the \$50.00 rental fee. (Security deposit will be returned).

I (we) understand that:

- 1) Keys must be returned the next business day following the event,

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- 2) Loss of the Clubhouse key will result in the Clubhouse being re-keyed and that I (we) shall be charged for the re-keying cost (not to exceed \$250.00).
- 3) No decorations are allowed on the walls, windows, light fixtures, furniture, etc. This includes any tacks, strings, or tape to hang them.

I (we) understand that damage exceeding \$250.00 (or the portion of \$250.00 remaining after any applicable re-keying charge has been deducted) will be assessed to my (our) homeowner assessment account as a Repair Assessment.

I (we) agree that a cleaning fee in the amount of \$100.00 or more may be taken from the Security Deposit if the Clubhouse is not cleaned after the event.

Event debris/trash must not be disposed of at the clubhouse. It must be disposed in the unit.

I hereby agree to and accept the foregoing term and conditions of this Clubhouse Rental Agreement.

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Management Representative

\_\_\_\_\_  
Member, Board of Directors

*Upon completion of this form, please send to: Property Management Office. You may obtain the Clubhouse key by visiting the Property Management Office. However, please note that you MUST call the office ahead of time at (949) 261-8282 and schedule an appointment to stop by and pick-up the key.*

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Appendix 5

**CLUBHOUSE CLEANUP REQUIREMENTS CHECKLIST**

*This form must be completed and returned with the Clubhouse key or the \$250.00 deposit will NOT be returned.*

**KITCHEN:**

- \_\_\_\_\_ Empty all trash receptacles and take trash to renter’s unit. Do not use the trash receptacles outside the clubhouse. This includes all litter and debris.
- \_\_\_\_\_ Please provide own plastic trash bags and remove from premises all used napkins, paper plates, and all other disposable material or waste.
- \_\_\_\_\_ Please do not put coffee grounds in garbage disposal.
- \_\_\_\_\_ Clean counter tops, refrigerator, stove, etc.
- \_\_\_\_\_ Please be sure to turn off the oven and top burners.
- \_\_\_\_\_ Spot clean marks and/or smear on walls, doors and tables.
- \_\_\_\_\_ Sweep/mop kitchen floor (mop up any spills).
- \_\_\_\_\_ All Kitchen lights are to be turned off.

**CLUBHOUSE:**

- \_\_\_\_\_ No decorations are allowed on the walls, windows, light fixtures, etc. (this includes any tacks, strings, or tape used to hang them).
- \_\_\_\_\_ Clean/wipe down all tables.
- \_\_\_\_\_ Empty all trash receptacles and take trash to renter’s unit. Do not use the trash receptacles outside the clubhouse. This includes all litter and debris.
- \_\_\_\_\_ Furniture **NEATLY** returned to the original arrangement, as prescribed by the Association.
- \_\_\_\_\_ If other equipment is brought in, remove prior to leaving the Clubhouse.
- \_\_\_\_\_ Vacuum carpet.