

Rockwell Community Association

REQUEST FOR NON-RESIDENT CLUBHOUSE RESERVATION

Name: _____ Address: _____

Telephone (Daytime): _____ (Evening) _____ Email: _____

Type of Function: _____ Date: _____ Start/End Time: _____

I understand this is only a request and I will be notified in writing of my confirmation for the above referenced date. This reservation exclusively reserves only the multi-purpose room and kitchen facilities. Driving or backing up vehicle to any entrance door is strictly prohibited. The fitness center is off limits to all guests. No decorative candles are permitted. I also understand that smoking is prohibited inside the clubhouse and pool area and any smoking debris outside the clubhouse will be removed. I further understand and agree that I will make sure all tables and countertops are cleaned off, any decorations are removed and all garbage will be placed in trash bags and placed in the proper receptacles in the dumpster on the east side of the building. The use of confetti is prohibited.

I will refrain from loud music or noise that may cause disturbance to other residents. All music must be confined to the clubhouse interior.

I understand that serving alcohol to minors is strictly prohibited and that I am in personal charge and responsible for the conduct of any and all persons at the clubhouse for my event. I also understand that NO-ONE is allowed to enter the fitness/exercise room & no minors are allowed to handle the television or video equipment.

I am financially responsible for all damage that may occur during my event. The Rockwell Community Association will bill me for all damage in excess of the damage deposit. If any damage exists prior to my event, I am to notify the Rockwell Community Association. If no notice is given then I agree that there was no prior damage.

My event must end no later than 10:00pm.

I understand that Rockwell homeowners can still use the fitness facility during the rental and the pool during summer rentals. NO pets are allowed in the clubhouse or pool area at any time. NO food or beverages in glass containers are permitted in the pool area. The undersigned renter must be present at all times during a rental of the clubhouse.

Rockwell Community Association, agents and /or assigns and management are not liable for any damages and/or injuries.

A \$250.00 deposit is required for the rental of the clubhouse; this deposit will be held for any possible damage and will be returned upon inspection of the clubhouse. A mandatory fee of \$150.00 will also be collected upon rental to be used for the cleaning of the clubhouse. I have enclosed separate checks for \$250.00 (deposit) and \$150.00 (cleaning fee) made payable to the Rockwell Community Association. Please allow (10) business days for processing.

2.

Please mail request and payments to:

Rockwell Community Association, Inc.
Attn: Peter Bylen
1st American Management Company, Inc.
3408 Enterprise Avenue
Valparaiso, IN 46383
Tel: 800-990-3536, extension 310
Fax: 219-465-6014
Email: pbylen@1stpropertymanagers.com

Signature of Applicant

1st American Management use

Date Request Received _____ Custodial Service _____ Inspection Date _____

Damage deposit (\$250.00): check # _____ Cleaning Fee (\$150.00): check # _____

Deposit disposition: _____