

VALLE VISTA MANAGEMENT ASSOCIATION, INC.
221 Westgate Circle / Santa Rosa CA 95401
(707) 545-5303

CLUBHOUSE ACTIVITY RESERVATION FORM

Date reservation form filled out: _____

This agreement is between the Valle Vista Management Association (VVMA) and the member of VVMA also known as applicant. All VVMA Rules & Regulations must be followed at all times by all who attend.

This Reservation Form is for activities open to all residents of Valle Vista Senior Subdivision. The activity must be calendared with the Clubhouse Director. The Clubhouse Director will schedule the date and time based on first come, first served basis.

A reservation calendar will be kept in the VVMA Office and maintained by the Clubhouse Director. Activity may be included in the Association's publication (Peacock Press).

Activity Date Requested: _____ Time Requested: _____

Purpose of use: _____

Number of Attendees: _____ (Approximately)

Member/Applicant (Legal name on file): _____ Phone: _____

Emergency Contact Person: _____ Phone: _____

Clubhouse Agreement (Initial each)

1. **No event or activity can be open to the public. All event advertising limited to Valle Vista residents only.**

2. **Member or resident will be in attendance during the entire event.**

*Member or designated resident is responsible for the conduct and safety of guests and proper behavior to prevent damage and excessive noise.

*No illegal substance will be allowed at any time in the clubhouse or common areas.

***No smoking of any kind (e-cigarettes, pipes, or vaping etc.) in clubhouse or common areas.**

*No weapons allowed in clubhouse or on Valle Vista premises.

*No candles allowed in clubhouse or on Valle Vista premises.

*No pets allowed, and appropriate attire required – no bare feet.

3. **No alcohol for sale.**

*Member or designated resident must ensure adult supervision for attendees under 21 years of age. Underage guests are not permitted to consume alcohol on the premises. _____

4. **Clubhouse, kitchen, restrooms and piano are allowed to be used during event.**

*THE BILLIARD ROOM, EXERCISE ROOM, LIBRARY, SWIMMING POOL & JACUZZI, INCLUDING AREAS SURROUNDING THE POOL, ARE OFF LIMITS . _____

5. **Decorations:** Affixing anything to walls, floors or ceiling using nails, staples or tacks is prohibited. Confetti, bird seed, rice, glitter and/or other such materials are prohibited inside and outside. _____

6. **The Member or designated resident is responsible to set up tables and chairs as desired.**

*After the event, tables, chairs, etc., must be cleaned then placed back to original position before leaving facility.

*The carpets and kitchen floor must be clean and clear of debris. _____

7. **Clean up must be completed the same day of the function.**

*Please observe recycling: put bottles, cans and cardboard in separate containers.

*All garbage is to be removed from premises and placed in garbage bin outside at north end of building. If there is excess garbage, please take it to your home bin. _____

8. **Member or designated resident agrees to pay for the costs to repair all damage that occurs.** _____

9. **Member or designated resident agrees to notify Clubhouse Director within 24 hours, of any problems or damages to Clubhouse and/or grounds, caused during use.** _____.

10. **Member agrees to indemnify the Association if rules violation causes financial damage to the Association.** _____

NOTE: Due to being a Homeowners' Association with common ownership of facilities, even upon use of our facilities, the member cannot restrict any Association Member from use of the facility. See Clubhouse Director for access to supplies.

AGREEMENT: I have read, understand and agree to the VVMA Rules & Regulations regarding the Clubhouse.

SIGNED: _____ Phone: _____ Date: _____
Member/Applicant Signature

DATE APPROVED: _____ CLUBHOUSE DIRECTOR: _____
Signature

NOTE: The VVMA Board of Directors reserves the right to modify these rules, regulations, terms and conditions at any time. The most current version of this document is available in the Management Office.