



SUNRISE MASTER ASSOCIATION

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SUNRISE MASTER ASSOCIATION CLUBHOUSE RESERVATION FORM

*Please Print

Date of Event (MM/DD/YY): ____/____/____ Day of Week: _____

Type of Event: _____

Name of Sunrise Resident Hosting (First & Last): _____

Account #: _____ Account in Good Standing? _____

Address: _____

Home Phone: _____ Morning / Afternoon / Evening

Fee Check #: _____ Deposit Check #: _____

RESERVATIONS OF THE CLUBHOUSE ARE FOR THE SPECIFIED TIMES AS NOTED BELOW.

Event Start Time: _____

Event Start End: _____

Total Number of Hours Reserved: _____

Estimated Attendance: _____ (Maximum Occupancy = 50)

Amount Due to Reserve the Sunrise Clubhouse **CHECK OR MONEY ORDERS ONLY - NO CASH ACCEPTED**

- **Weekend Rental Rate (Friday, Saturday, or Sunday) - \$75**
- **Weekday Rental Rate (Monday-Thursday): \$10 an hour before 5pm, \$40 flat fee after 5pm.**
- **Refundable Deposit: \$100 - Required and held subject to inspection by the Association and return of the clubhouse key following the event.**

Two separate checks made out to "SMA" are required to finalize your reservation. One in the Amount Due to reserve the Clubhouse, and the other as a security deposit which will be returned (or shredded) if there are no damages or cleaning at the Clubhouse that will need to be repaired after your usage. If cleaning is needed, this will be subtracted from the security deposit at the rate of \$40/hour for cost of damages/cleaning. If cleaning/damages are found and exceed the \$100.00 deposit, the resident/homeowner will be responsible for the full cost of repairs/replacement. The security deposit shall be made to Sunrise Master Association (SMA) in the amount of \$100.

In consideration for the use of the clubhouse facilities of the Sunrise Master Association (SMA), the undersigned does hereby agree to release Sunrise Master Association from any claims for damages arising out of either directly or indirectly for the use and occupancy of the clubhouse facilities by the undersigned at the time and date set forth above. It is acknowledged this is a no alcohol facility. In addition, the undersigned verifies possessing insurance coverage through a homeowner's policy, and does hereby agree to indemnify and hold the SMA harmless from any claims, demands, suits, actions or damages of any nature which may be made against the SMA by any person or entity arising out of or in connection with the use and occupancy of the facilities at the time and date set forth above.

SMA Owners who are delinquent in payment for any SMA Assessments or have unpaid fines will not be permitted to reserve and/or keep a previously made reservation until the account is paid in full. SMA Owners with reservations who do not meet the above requirement will be given notice that their Clubhouse reservation has been canceled due to their account status.

Name (First, Last): _____

Signature: _____ Date: _____

Posted:

Shred:



FEES & CANCELLATION POLICY

- There is a fourteen (14) day cancellation policy. Reservations canceled fourteen (14) or more days prior to the event will receive a full refund. If a reservation is canceled within the fourteen (14) day period, only the security deposit will be refunded.
- Changes made to an existing reservation less than fourteen (14) days prior to the event, shall be subject to a \$25 change fee for weekend reservations and a \$10 change fee for weekday reservations.
- Costs to fix damages to the Clubhouse will be deducted from the security deposit and will be charged to the SMA Owner as a Specific Assessment, as allowed in section 6.5.1 in the CCRs if damages exceed the security deposit.

RULES FOR USE OF SUNRISE MASTER ASSOCIATION CLUBHOUSE

Clubhouse Hours: 8:00AM – 12:00AM Midnight

- Reservations are not confirmed until fee and security deposit are received. Reservations will be taken on a first come first serve basis
- The clubhouse may be reserved no more than 90 days in advance and the clubhouse may be reserved for single-day use only, once per seven (7) day period. No consecutive day reservations.
- Use of the clubhouse is for the exclusive use of Sunrise Master Association Homeowners in good standing with the SMA and their invited guests. Homeowners must be current with all obligated dues and have no unresolved covenant violations.
- Clubhouse is to be used for personal family events and nonprofit fundraising events with Community Manager approval. For-profit events will not be permitted. You must state event information on the agreement form for use of the clubhouse and if nonprofit, provide proper documentation.
- Family members under 21 years of age are not allowed to reserve clubhouse.
- Events scheduled for minors will be under the direct and immediate supervision of the renter and their parents and/or legal guardians. Parents will be responsible for violations or damage caused by their children.
- No alcoholic beverages of any kind allowed on premises at any time.
- Smoking is prohibited in or within 25 feet of the clubhouse building.
- The use of bounce houses, barbecues, hibachis, or any similar braziers in or about the clubhouse is strictly prohibited without prior approval (request approval when making a reservation). A Certificate of Additional Insured will be required from your homeowner's insurance carrier.
- Any and all attachments to ceilings and/or walls must be removed after event. Decorations may not be nailed/tacked into walls or ceilings and no scotch tape is permitted on painted surfaces. Only painter's tape is allowed.
- Cleanup of the clubhouse must be completed prior end of rental agreement. Be sure to Lock Clubhouse and drop off key in office mail slot. If park is used, please clean and remove trash from all grounds.
- Boisterous, rough, illegal or dangerous activities or behavior by anyone using the clubhouse is prohibited. NO LOUD MUSIC AFTER 10:00 PM.
- All trash and refuse disposal is the responsibility of the event sponsor and must be removed at the end of the event. DO NOT USE ON-SITE TRASH CANS IN PARK OR PARKING LOT.
- No pets allowed in the clubhouse except for registered service animals.

RULES FOR USE OF SUNRISE MASTER ASSOCIATION CLUBHOUSE

Clubhouse Hours: 8:00AM – 12:00AM Midnight
NO LOUD MUSIC AFTER 10:00 PM.

CLEANING CHECKLIST

- ALL TRASH REMOVED FROM THE PREMISES AFTER EVENT
- NEW LINERS PLACED IN ALL GARBAGE RECEPTACLES
- REFRIGERATOR / FREEZER WIPED OUT – ALL FOOD REMOVED
- COUNTERS / BAR AREA WIPED DOWN FRONT AND BACK
- MICROWAVE WIPED OUT (if used)
- ALL DECORATING MATERIALS REMOVED
- TABLES / CHAIRS CLEANED AFTER USE
- TABLES / CHAIRS PLACED NEATLY BACK IN STORAGE ROOM
- ROOM VACUUMED – OUTSIDE RUGS SWEEPED OFF
- SCUFF MARKS ON WALL OR BAR WIPED OFF
- WINDOWS/DOORS WIPED OFF
- BATHROOMS:
 - Toilets / Sinks cleaned
 - Trash removed from the premises
 - Floor swept/Mopped
- LOCK CLUBHOUSE AND DROP KEY IN OFFICE MAIL SLOT