



Park Paseo Homeowners Association

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Reservation Date

Reservation Time

Security Deposit Due

Clubhouse Use Agreement

Homeowner/
Resident Name: _____

Today's
Date: _____

Address: _____

Home
Phone: _____

E-mail: _____

Cell
Phone: _____

Clubhouse Use (Personal / Family / Community): _____

Type of function: _____ No. of Guests (max is 125) _____ Dancing: Y / N

As a member of Park Paseo Homeowners Association in good standing, I agree to abide by the following rules:
I am also aware that Association functions take precedence over private parties.

1. **I will be present at all times during the hosted activity.** If not present, I understand that my deposit may be forfeited for non-compliance.
2. I will pay any past due assessments prior to use of the clubhouse.
3. My requested date is reserved upon receipt of the signed contract and usage fee. Deposit is due at least 30 days prior to event. Reservation is confirmed when entire fee for scheduled event is received, including deposits. Events will not be scheduled more than one year in advance. Fees received 5 working days or fewer to event must be paid by money order or cashier's check. All checks received by the association will be deposited upon receipt.
4. **Fees:** A \$225.00 fee is due for Friday, Saturday or Holiday usage from 3:00 P.M. to 12 Midnight. A \$175.00 fee is due for Monday through Thursday usage from 3:00 P.M. to 10:00 P.M. A \$200 fee is due for Sunday usage from 3P.M. to 11 P.M. Children's party fee due is \$50.00 for the 10:00 A.M. to 2:00 P.M. period any day. A Security deposit of \$250.00 is required for all rentals. **Deposit refunds will be issued 10 to 14 working days from date of function.** All fees and deposits must be paid by personal check, business check, money order or cashier's check only.
5. Any damage, loss, or breakage, resulting from use exceeding security deposit will be added to my monthly dues statement.
6. If the Board deems additional security is necessary, I will bear the cost of the actual per hour expense of the security person for the duration of the event.
7. Observe clubhouse use hours from 10:00 A. M. to 10:00 P.M. Monday through Thursday, and 10:00 A.M. to Midnight Friday and Saturday. **Clubhouse must be cleaned, vacated and locked by 10:00 P.M. Monday through Thursday, midnight on Friday or Saturday, and 11:00 P.M. Sunday on the day of use.** Children's parties must be cleaned and vacated by 2:00 P.M.
8. The clubhouse is open to the membership Monday through Friday from 9:00 A.M. to 5:00 P.M., however, if reserved, general membership pedestrian traffic will be limited to the restroom hallway and exterior areas.
9. Exclusive use is limited to the clubhouse. All other recreational facilities such as the spa, patio area, BBQ, pools, tennis courts, and restrooms **MUST** remain open for the use of the general membership. Clubhouse patio doors must remain closed and no decorations are permitted on patio area.

10. **NO ALCOHOLIC BEVERAGES SHALL BE SERVED TO MINORS.** No glass containers shall be used outside of the clubhouse. *I am responsible for host liquor liability*, and the clean-up of any glasses, bottles, cans, or other litter accumulated in the association parking lot, school parking lot, association or school grounds, patio area or common area landscaping as a result of using the facility. Failure to comply will result in loss of the security deposit and subject me to further damages and assessments.
11. Request, in writing, for Board of Directors review prior to the scheduling of an event for the following:
 - a. Fee waiver for a community youth groups meeting.
 - b. Use by non-homeowner organization.
 - c. Reservations in excess of twice yearly.
12. Cancellations fewer than 30 days in advance will be subject to a \$25.00 administration fee which will be refunded if re-rented for the cancelled time. Cancellation a week prior to scheduled event will be refunded in accordance with the timeframe described in Item 4 above.
13. I will obtain a clubhouse key before 5:00 P.M. on the last working day preceding use. There will be a \$25 minimum charge (subtracted from my deposit) for any extraordinary means for obtaining keys after normal office hours. Keys to be returned directly to the manager (not to mailbox) the following Monday or Tuesday.
14. I will remove all food, decorations, devices used to put up decorations, and paper goods to the trash bin in the parking lot. I will also replace plastic bags in trash barrels for facility use.

Association-owned equipment and supplies include the following:

 - a. Two coffee makers: 12 to 40 cups or 12 to 101 cups. Microwaves (2), electric stove and oven, refrigerator and warming oven.
 - b. Folding tables (10 each 6' rectangular, one each 4' rectangular, 3 each 4'diameter, 5 each 5' diameter and 3 each 3'square card tables), 85 folding chairs (60 with padding).
 - c. Toilet paper and air hand dryers in restrooms. Vacuum cleaner, broom, dustpan, wastebasket, mop and bucket in broom closet.
15. All furniture to remain in clubhouse, and to be put back in original placement, including racking and storing folding chairs and tables, covering pool tables, turning off lights, air conditioning or heater, ceiling fans, fireplace gas, and locking doors securely.
16. Noise levels, traffic, and music (including car radios) will be controlled so as not to disturb the community.
17. Incoming telephone calls and outside emergency calls may be handled through the use of the outdoor payphone (714) 731-9615. Cell phones are recommended.
18. The security guard, community association manager or board member, if necessary, has the right to call the police for failure to comply with the rules or for any situation he or she believes may constitute a potential danger to anyone.

Initial:

_____ I understand there will be no entrance fee charged to attend this function. Commercial use, where monetary profit is the objective, is prohibited.

_____ I understand that any function must be by personal invitation only. Any word-of-mouth type attendance will subject the homeowner/resident to forfeiture of deposit in addition to any damages and/or clean-up charges.

_____ I understand that the exclusive use is for the interior of the clubhouse only and does not include the outdoor patio area, BBQ's, pool, children's play area, spa or wader. In addition I understand that the patio doors must be kept closed at all times during the function/ party.

_____ I understand that as the responsible homeowner/resident I must be present at all times during the function. I am also responsible for the actions of the guests and help: caterers, florists, decorators, musicians or anyone else involved with the party. Participants or workers may not arrive or start to set up without the homeowner present, nor prior to the time specified in the Clubhouse Use Agreement.

_____ I understand that only painter's tape may be used as the device to hold decorations in place. I further understand that use of any other device could result in the loss of my security deposit.

_____ I understand that a misrepresentation could result in the retention of the security deposit and any damages exceeding the deposit will be charged to my monthly dues statement.

_____ I understand that I may be charged the amounts shown on the Additional Fee Schedule (below) for failure to clean up properly after my party or for failure to return the keys directly to the community association manager.

Additional Fee Schedule

1. Spot clean carpet: \$25.00 per spot
2. Vacuuming : \$40.00
3. Remove balloons from ceiling or ceiling fans: \$40.00
4. Wash window: \$10.00 per window
5. Wash sliding glass doors: \$15.00 per door
6. Remove decorations: \$25.00
7. Wash out coffee pots: \$5.00 per pot
8. Spot clean furniture: \$25.00 per piece
9. Miscellaneous cleaning/repair: \$40.00 per hour
10. Clean-up of surplus soilage in restrooms: \$50.00 per restroom
11. Non-returned keys: \$685.00 minimum re-key charge
12. Failure to return remotes: \$50.00 each
13. Damage to AV equipment: cost of repairs or replacement
14. Damage to other furniture or equipment: cost of repairs or replacement

Notice:

- No nails, staples, or plastic push-pins may be used for affixing decorations to the walls, ceiling, balconies, or any other surface in the interior of the clubhouse.
- Fire sprinkler heads may not be used for decorating.
- No decorations may be affixed to glass windows or doors due to tinting film.
- Use of nails, staples, or push pins could result in the loss of the security deposit in addition to amounts assessed to your dues to cover any costs that exceed the deposit amount.

I will be present at all times during the hosted activity. Breach of, or non-compliance with, any of the above can subject me to forfeiture of all or part of the deposit in addition to having a special assessment levied against my account if the amount of damage exceeds the cost of repairs or replacement. I understand that the Board of Directors reserves the right to make the final determination on my compliance with the above policies.

Signed: _____

Homeowner/Resident

Date: _____

FOR OFFICE USE ONLY

Event Use Fee: \$ _____ Ck # _____ Date: _____

Security Deposit: \$ _____ Ck # _____ Date: _____

Additional Security Fee: \$ _____ Ck # _____ Date: _____

Refund Date: _____

Refunded by: _____

Amount: _____

Check No.: _____