

## Emerald Forest Clubhouse Reservation Agreement

Name: \_\_\_\_\_

Date and Time of Reservation: \_\_\_\_\_

Unit Number and Phone Number: \_\_\_\_\_

Following are the guidelines for the scheduled use of the Clubhouse:

- The Clubhouse must be scheduled through the Management.
- There is a \$20 non-refundable fee for renters.
- There is a \$250 Damage Deposit which must be received by Management at least 5 working days before the scheduled event. The Deposit will be returned after a timely inspection, less charges for cleaning or damages or other fees associated therewith. Any expenses not covered by the deposit will be billed to the owner and due with the following months condominium fees.
- Consumption of alcoholic beverages by persons under 21 years of age is forbidden. Persons disregarding the above rule will forfeit their deposit.
- The use or distribution of illegal drugs or pornographic material is strictly prohibited.
- Noise should be restricted, especially after 10:00 p.m.
- Due to the nature of the gathering, the person scheduling may restrict the use of the racquetball courts for their event. However, the user may not restrict access to the washroom for persons using the swimming pool. The pool is a public area and may not be exclusively scheduled.
- Minimum attire in the Clubhouse includes some footwear (sandals or better) and a shirt or other pool cover-up for both men and ladies. Swim wear only or wet pool attire is not permitted. Athletic shoes but not street shoes may be worn in the racquetball courts.
- **ALL OUTSTANDING DUES AND ASSESSMENTS MUST BE PAID IN FULL IN ORDER TO SCHEDULE THE USE OF THE CLUBHOUSE.**
- The person scheduling the Clubhouse should be present at all times.

The following list of clean-up responsibilities must be performed by the party reserving the Clubhouse . This should be completed by 10:00 a.m. on the day following the party.

- Vacuum all carpeted areas, mop tiled floor, and sweep racquetball courts if used.
- Pick up trash left from the party within the Clubhouse, as well as the surrounding grounds.
- Remove all garbage and place in dumpster.
- Check and clean bathrooms as required.
- Clean all counter and table tops.
- Return furniture to original setting.
- Clean fireplace after using.

Note any existing damage on this form before turning it in to avoid being held responsible for said damages. Please make a thorough walk-through checking stains, cigarette burns, broken fixtures, and other damages.

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After completing this form, enclose a deposit check for \$250 and mail to:

**Emerald Forest Condo Association  
1500 Liberty Drive  
Madison, Al. 35758**

If you have any questions, please feel free to contact Management at 430-3311.

I have read and understand the above rules and agree to abide by them. I understand that complaints or warnings by two or more residents will serve as sufficient evidence for further corrective action. I agree that forfeiture of my deposit, restrictions of future Clubhouse use and the cancellation of a gathering in progress may accompany my refusal or inability to control the activities of myself or my guests whether invited or uninvited.

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Signature of scheduling party

Date

Visit the new Emerald Forest web site at: <http://home.hiwaay.net/~hushkat/efca.html>