



Bellegrove Preserve POA

Community Center Reservation Form

Please include one check, payable to Bellegrove POA

\$50 for the rental use + \$350 for the refundable deposit total of \$400

Date of Function: _____ Time: From _____ to _____

Type of Function: _____

Number of guests attending: _____

Name: _____

Address: _____

Mailing address (if different): _____

City: _____ State: _____ Zip: _____

Home phone #: _____ Cellular #: _____

Email: _____

I acknowledge that I have read page 3 and will comply with all the rules and regulations for the use of the clubhouse and accept responsibility for any and all damages or violations of the community rules. I am also aware that I am to use my pool key card to gain access to the clubhouse.

I understand if my check is returned by the bank for any reason there will be a \$35 fee charged to the owner's account and that the reservation will be null and voided.

Print: _____ **Sign:** _____

Date signed: _____



For Management Use Only

Check Number: _____ Bank: _____ Check Amount: _____

Date received: _____ Key issued on: _____ Key returned: _____

Date of refund: _____ Amount of refund: _____

Inspected by: _____ Date & Time: _____

Inspection notes:

Inspected Signature:

Semper Fi Property Management, LLC



BelleGrove POA

Community Center Reservation Form, page 3

1. Owners that are in good standing with their dues and fees have the opportunity to reserve use of the clubhouse for private functions. It may also be used for BelleGrove Preserve Property Owners Association community wide private functions. These facilities are only available to owners in BelleGrove Preserve. Reservations are taken on a "first come-first serve" basis.

2. Reserving the clubhouse does not grant exclusive use of the pool or playground areas.

3. Submit a refundable deposit per page 1, payable to BelleGrove POA. This check will be deposited in the bank account for the HOA. The funds will be returned after inspection, unless damage occurred, additional cleaning is required or the key was not returned the following business day. Inspections will be conducted within 24 hours following your function. Refunds will be issued (14) days after the event.

4. The Board of Directors and Management reserve the right to refuse any reservation.

5. You are welcome to move furniture around, at your own risk, but anything moved must be put back the way it was found.

6. Clubhouse hours are from 8 AM until 9PM. Extended hours must be approved by the Community Association Management motion detectors will cause the alarm to sound.

7. All clubhouse reservations must be submitted and approved by the Association.

8. NOTHING CAN BE TAPED OR TACKED TO THE INTERIOR CLUBHOUSE WALLS as it causes damage.

Owner Responsibilities include, but are not limited to:

- Provide: Trashcan liners, cleaning materials and/or services, additional tables, chairs or any other items.
- Provide your own manpower for setting up and cleaning up after your function.
- Remove all trash from the premises and have the clubhouse completely clean by the time function is over and before you leave...
- Owner making reservation agrees to be responsible for full replacement and restoration of any damaged or missing items.
- Owner agrees that their guest will abide by the Rules and Regulations of the clubhouse and the POA.
- Owners will be held responsible for the conduct of their guest and must be present during function.
- Owner agrees to respect the "quiet enjoyment" of the residents of the community.
- Smoking is not permitted inside the clubhouse.
- No one under 21 may reserve the clubhouse.
- Owner will take full responsibility for locking up the entire clubhouse before leaving.
- The reserving owner agrees to indemnify BelleGrove Preserve POA, The Management Company and their agents on behalf of himself/herself
- And all guests from any responsibility for injury and or damages of any nature Incurred as a result of any private function held at the clubhouse.
- No pets are permitted in any common areas of BelleGrove Preserve POA.
- No fireworks are permitted in any common areas of BelleGrove Preserve POA.
- Please sign that you have read these rules, and return THIS SHEET with your reservation.

Print: _____ Signature: _____