

SAXONY CLUBHOUSE ROOM RESERVATION

ARTICLES OF AGREEMENT

The Saxony Condominium Association hereby grants to:

Name: _____

Date: _____ Times: from _____ to _____

The use of its Saxony Clubhouse under the following terms and conditions: All reservations are subject to first come first serve and require no less than 14 days advanced notification, completion of this application and delivery of deposit to SUHRCO Residential Properties, LLC

The Board or its designated appointee will inspect the Saxony Clubhouse prior to use and notate its current condition on the attached "Pre/Post-use Inspection Check List" (Page 3 of this form).

The undersigned must understand and comply with the following user restrictions:

1. Any and all use of the Saxony Clubhouse will be under the direct supervision and responsibility of the resident who reserves (rents) it.
2. Adhesive Tape will not be used to put decorations on the trim, walls, ceilings, windows and/or doors...it peels the paint and/or leaves a sticky residue when removed.
3. **No:**
 - a. Loud, amplified music
 - b. Smoking in the Saxony Clubhouse
 - c. **Alcoholic beverages permitted in or around the clubhouse**
 - d. Loud or unruly guests
4. Occupancy within the Saxony Clubhouse shall not exceed the approved posted limits.
5. Guests are to only park in visitor spaces. (Vehicles will be towed without warning if parked in reserved or assigned spaces.)

After use the undersigned agrees to:

- a. Clean all items used such as tabletops (eating, end, and coffee), stove, sinks, ovens, etc.
- b. Wipe clean all flat surfaces with a damp cloth or sponge.
- c. Return all furniture to original position.
- d. Check between cushions for dropped foodstuff or lost items.
- e. Vacuum carpeted areas when necessary.
- f. Mop kitchen, hall and restrooms when necessary.
- g. Remove food and dishes and clean out refrigerator/freezer and clean as required.
- h. Remove and dispose of all trash.
- i. Replace used trashcan liners with new ones.
- j. Insure all non-resident guests have left the building.
- k. Be sure all doors are locked when leaving.

The Board will verify that the Saxony Clubhouse was restored to its original condition and check off items on the "Pre/Post-use Inspection Check List" (Page 3 of this form).

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The undersigned:

1. Shall be financially responsible for any and all damage or exceptional cleaning costs occurring to the Saxony Clubhouse during its use, and agrees to pay for said damage(s) within (10) days of billing, and any collection and / or legal costs incurred by Saxony Condominium Home Owners' Association in the collection of said debt.
2. Understands that the charge for follow-up cleaning of the Saxony Clubhouse and adjoining Saxony grounds is \$55.00 per hour plus the cost of any materials needed
3. Agrees to assume all liability for personal injury or loss and will defend and hold blameless (from all claims arising there from) the Saxony Condominium Home Owners' Association or its members.
4. Understand that any abuse of the Saxony Clubhouse may result in revocation of the privilege of its future use.
5. Will pay a \$150.00 'Damage Deposit' prior to renting the Saxony Clubhouse. (This deposit is refundable, following satisfactory inspection of the Saxony Clubhouse.)
6. Will pay an additional \$50.00 per flat fee for 3 hours 'Users Fee' if the Saxony Clubhouse is used for a commercial purpose other than those approved by the Saxony HOA Board of Directors. (This must be paid by separate check and is non refundable.)
7. Any violations of Public Health and or local, state or federal government requirements are at the exclusive liability of the undersigned.
8. Understands the Associations Board of Directors reserves the right to refuse use and/or interrupt and immediately end the use of the clubhouse reservation status in the event of misuse, disturbance of peace, violations of the covenants or for any reason deemed appropriate by the Board of Directors as a group or as an individual officer of the Board appointed to monitor such events.

NAME (PLEASE PRINT) _____

PHONE _____ - _____ - _____

ADDRESS _____ City _____ State _____

PURPOSE OF USE _____

SIGNATURE _____ DATE _____

Attached:

'Damage Deposit' check.

'Commercial User Fee' check (Separate check).

Copy of the Washington State Banquet License.

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Pre/Post-Use Inspection Check List

To Be Used by Concierge

Note each item with an A (acceptable) or U (unacceptable):

Before

After

1. Tables and chairs cleaned (clean with damp cloth or sponge)

2. Counters wiped clean (see above)

3. Sinks clean (kitchen, restrooms)

4. Oven and stovetop clean

5. Refrigerator/ freezer – all spillage cleaned; containers, food and beverages removed.

6. Furniture – brush off crumbs and debris (check between cushions); clean any spills; return to original position

7. Vacuum carpeted areas: pay special attention round edges of furniture and walls

8. Mop floor of kitchen, hallway, and restrooms

9. Clean up decorations (walls, other locations)

10. Garbage – remove and dispose of all trash (restrooms also) to outside dumpster: replace trashcan liners

11. Turn light off (except security light)

12. Check around Saxony Clubhouse exterior and pick up garbage and debris