

**SUMMERSET AT BRENTWOOD II**

**MEMORIAL USE REQUEST**

Requests to use the Clubhouse for a Memorial are subject to Rule 8.1 and its Exhibits. Please review these documents prior to submitting a request. Complete this form and return it to the office at least three (3) business days prior to the requested date. The Office Administrator (OA) will notify Applicant as soon as possible if the requested date is available.

Date submitted \_\_\_\_\_

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Requested Use Date \_\_\_\_\_ (Limited to Fri., Sat., or Sun.)

Start Time \_\_\_\_\_ End Time \_\_\_\_\_ (Maximum of six (6) hrs. between 9 AM –10 PM.)

Number of Guests \_\_\_\_\_ (150) maximum)

Describe any music or special activities \_\_\_\_\_

Name of Designated Contact person (during use) \_\_\_\_\_

After approval, the contract must be executed at least 48 hours prior to the Memorial.

Applicant Signature \_\_\_\_\_

<b>For Association Use Only</b>	
Date _____	_____ Approved
_____ Denied	Reason: _____
If denied, Applicant may appeal to the Board of Directors within five (5) business days for final decision.	
Authorized Representative signature _____	

**SUMMERSET AT BRENTWOOD II**  
**MEMORIAL USE CONTRACT**

After the Memorial Use Request is approved, Applicant must complete the information below and return it to the Office Administrator (OA) with payment and proof of insurance at least 48 hours prior to use. An authorized Association representative and Applicant will review the contract.

Date \_\_\_\_\_ Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Date of Use \_\_\_\_\_ Limited to Fri., Sat., or Sun., between 9AM – 10PM.

Start time \_\_\_\_\_ End time \_\_\_\_\_ (Maximum of six (6) hrs. including set up and clean up.

Number of guests \_\_\_\_\_ (150 Maximum)

Describe any music, entertainment, or special activities \_\_\_\_\_

Name of Designated Contact person (during use) \_\_\_\_\_

**Available:** ballroom, craft room and kitchen.

**Excluded:** library, billiard room, fitness room, entire pool/patio/spa area. It is understood that all residents still have access to the excluded areas during a Private Use event.

**FEES and DEPOSITS**

**Memorial Use fee: No charge**

1. Check Payable to the **Summerset at Brentwood II Association**: Damage/Deviation from Contract deposit of \$1,000 (may be wholly or partially refundable if no damage/deviation from contract)
2. Check/cash payable to assigned **Monitor** (Name)
 

---

  - a. \$20 per hour
  - b. Minimum of \$100
  - c. Includes payment for time of pre-inspection and post-inspection
  - d. Hourly rate increases to \$50 per hour for events that exceed 6 hours or any portion thereof

### **PROOF OF INSURANCE**

Applicant must provide a Certificate of Liability insurance rider (Special Event policy) in the amount of five hundred thousand dollars (\$500,000) with Summerset at Brentwood II Association named as an additional insured and becomes part of this contract. If liquor is provided, "Host Liquor" coverage is also required to be listed on the certificate. Applicant shall be responsible for any insurance deductible(s) charged to the Association in the event of a claim.

### **CANCELLATION, REFUND, AND TERMINATION**

If cancelled in writing prior to the day of use, the Damage/Deviation deposit will be held until the Monitor is compensated for his/her time. The Association reserves the right to terminate this agreement with or without notice and refund all monies paid in advance in the event the building becomes unavailable due to fire, health or safety hazard, or other unforeseeable conditions.

### **STANDARD TERMS AND CONDITIONS**

1. Applicant shall be present during the entire period of use.
2. An assigned Monitor (approved by the Board of Directors to act as its authorized representative) will meet with Applicant the day of use for the pre-inspection, will be present during use, and immediately after use will complete the post-inspection with Applicant.
3. Applicant and guests must follow all Monitor directives, Use Instructions, Association Rules, CC&Rs, and public laws. Failure to do so may result in forfeiture of deposit and termination of the event.
4. Alcoholic beverages may not be sold and must be consumed within the building.
5. Smoking or vaping is not permitted in the building or within twenty (20) feet of the outside of the building (State and Federal laws.)
6. The sound volume must be kept to a reasonable level (as per City of Brentwood ordinances) to avoid creating a nuisance.
7. Applicant must supply his/her own consumables: paper towels, napkins, cleaning supplies, etc.
8. Applicant is responsible for arranging help to clean (to Association standards) the areas used and to return tables, chairs, and other furniture to their original locations immediately after use. Applicant shall reimburse the Association for any necessary subsequent cleaning and/or repair expenses incurred by the Association attributable to use by the Applicant. If the Association's expenses are greater than the deposit, Applicant shall be billed for the balance.

The Applicant (recognized as a resident only) shall be personally and completely liable and shall indemnify and hold the Association, its Officers, Directors of the Board, Committee and Club/Group Members, agents, and employees harmless from and against all claims, losses, costs, and damages of any kind against the Association in connection with Applicant's use of the facility.

**Violation of any of the terms or conditions of this Contract shall give the Association the right to terminate this Contract without prior notice or refund.**

Applicant has read, understand, and agree to abide by all terms and pay all fees listed in this Memorial Use Contract.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Association Use Only**

\_\_\_\_ Certificate of Liability insurance rider for \$500,000 naming Summerset at Brentwood II as an additional insured provided. \_\_\_\_ Host liquor coverage listed if alcohol provided  
\_\_\_\_ \$1,000 Damage/Deviation deposit submitted

Monitor Name \_\_\_\_\_

**Cancellation or Refund of Deposits**

**If canceled in writing at least 24 hours** prior to use, the Damage/Deviation from Contract deposit will be refunded minus \$100 for the scheduled Monitor. Summerset II's management company will issue a refund check as soon as practicable.

**Date Written Cancellation Received** \_\_\_\_\_ **Refund Amount**  
\$ \_\_\_\_\_

**SUMMERSET AT BRENTWOOD II**  
**PRIVATE AND MEMORIAL USE INSTRUCTIONS**

**Please ensure that your helpers and guests are aware of and comply with the following:**

**AVAILABLE**

1. Tables and chairs
2. Appliances in kitchen and refrigerator in craft room
3. Water pitchers, ice (machine), large coffee pot, cooking utensils, pots, pans, etc.
4. Folding room divider
5. Broom, mop, and vacuum

**RESTRICTIONS**

1. Signs, posters, or notices may not be posted on the outside of the clubhouse, on windows, or in the common areas.
2. The use of sidewalk chalk, paint, etc. is prohibited.
3. Nothing should be placed in the hallway leading to the fitness room.
4. Portable bar, if used, must be set up on the tile, not the carpeted area.
5. Use of tacks, staples, tape (any kind), nails, glue, etc. to hang decorations on walls is NOT permitted.
6. Removable mounting putty (stick tack) may be used on walls but must be removed at end of the event.
7. Confetti and glitter are specifically FORBIDDEN. Use will result in forfeiture of entire deposit.
8. NOTHING may be affixed to the fabric acoustic wall panels in the ballroom.

**PRE-USE**

1. Applicant must bring his/her signed copy of the Approved Contract and these Private Use Instructions for the pre-use inspection with Monitor.
2. On the day of use, Applicant is responsible for arranging help to set up tables and chairs.
3. Craft room refrigerator may be used 24 hours prior to the event (items are left at Applicant's risk.)
4. Guests may park in the Clubhouse lot or the golf course's lot nearest our gatehouse. They should use the open pedestrian gate to enter.
5. The Monitor will open the pedestrian gate to the golf course parking lot.

**DURING USE**

1. Frequently check garbage containers. If full, empty and reline.
2. Immediately wipe up all spills.
3. A responsible adult must always supervise children to ensure the children's safety and that the children remain in the reserved area.
4. Exterior doors must remain closed.

**POST-USE** (Broom, sweeper, and mop are in the hall ladder closet.)

Immediately after use, using his/her own cleaning supplies, Applicant must:

1. Remove all decorations.
2. Wash and put away any used kitchen utensils and dinnerware.
3. Wipe all tables, countertops, sinks, and if used the fridge, microwave, stove, oven.
4. Remove all personal items from Clubhouse (including all items in the refrigerator.)
5. Sweep and mop spills on hard surface floors.
6. Vacuum carpeted areas.
7. Return tables, chairs, (stacked ONLY 8 high in storage) to respective storage areas.
8. and other furniture to their original locations.
9. Empty trash bin and reline with provided bags; take trash and recyclables to garbage area.
10. Break down all boxes, flatten, and put in recycle bin in garbage area.
11. Immediately after cleanup, the Monitor and Applicant will complete the post-inspection, discuss any outstanding issues, and resolve them if possible.
12. Any unresolved issues will be noted in writing on the Post-Use Inspection form for Board of Directors review. Deposit will be held until the Board determines a resolution.

I have read and understand the above and recognize that violation of the rules may result in reduction or forfeiture of my deposit.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date

**SUMMERSET AT BRENTWOOD II**  
**PRIVATE AND MEMORIAL USE MONITOR RESPONSIBILITIES**

The Office Administrator is responsible for scheduling the Clubhouse for Private or Memorial Use. He/she will review the contract, the Instructions, and Monitor responsibilities with the Applicant. The primary responsibilities of the monitor (approved by the Board of Directors to act as its authorized representative) are to protect Association property by ensuring all provisions of Rule 8.1 are followed and to serve as a resource for the User. The monitor oversees Use, is not a host, and does not physically assist the User. Signed copies of all forms will be provided to the Monitor and the Applicant. The Applicant is responsible for ensuring all attendees follow the provisions of Rule 8.1.

**Monitor specific responsibilities are as follows:**

**Pre-Use**

1. Monitor must have a signed copy of the Contract and Use Instructions on premises as a reference.
2. On the day of Use prior to the pre-inspection, put all Association consumables in closet and set out large trash bags for User.
3. Complete pre-inspection with Applicant utilizing provided inspection form and floorplan.
4. Ask the Applicant for the name of the person who will be the Designated Contact during use in case of any issues. Name \_\_\_\_\_
5. Remind Applicant to have guests park in the clubhouse lot or in the golf course's lot nearest our gatehouse and use the open pedestrian gate.
6. Show Applicant location of ice machine
7. Answer questions and provide direction throughout the process.
8. Ensure decorations are displayed as defined in Use Instructions.

**Day of Use**

1. Open pedestrian gate by golf course parking lot.
2. Lock doors to library, billiard room, and fitness room and post applicable signs.
3. If requested, turn on TV and operate.

**During Use**

1. Observe attendees for proper behavior.
2. Immediately notify Applicant or Designated Contact of any Rule violations and make note in writing.

3. If the situation is not corrected, the monitor has the authority to immediately terminate Use. If Applicant or any attendee becomes argumentative or abusive upon termination, Monitor is to notify the police and then call a Board member to apprise him/her of the situation.
4. If residents enter the ballroom during Private Use, inform them the Clubhouse is reserved for Private Use, and ask them to immediately leave.

**Post-Use**

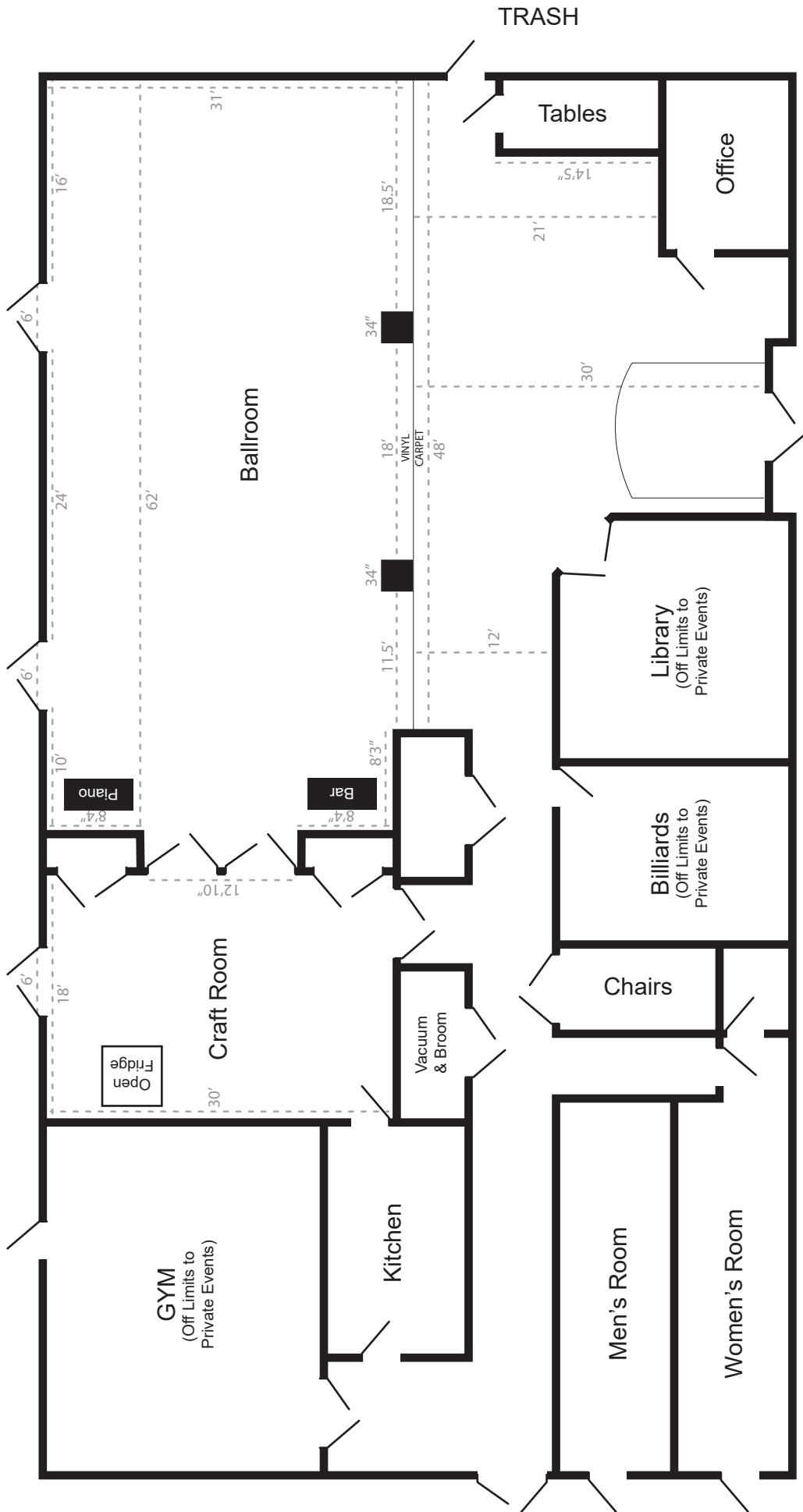
1. Show Applicant location of mop, broom, and vacuum.
2. Give Applicant provided trash bags.
3. Ensure Applicant returns tables, chairs, and other furniture to their original locations.
4. Remind Applicant that stored chairs must only be stacked 8 high.
5. Immediately following cleanup, complete the Post-Use inspection with the Applicant and put in office mail slot.
6. Unlock doors to library, billiard room, and fitness room.
7. Remove all posted signs.
8. Ensure all outside doors are secure.
9. Turn off all lights.
10. Close pedestrian gate for golf course parking lot.

I, \_\_\_\_\_, have read and understand the above  
Applicant Signature

\_\_\_\_\_  
Date



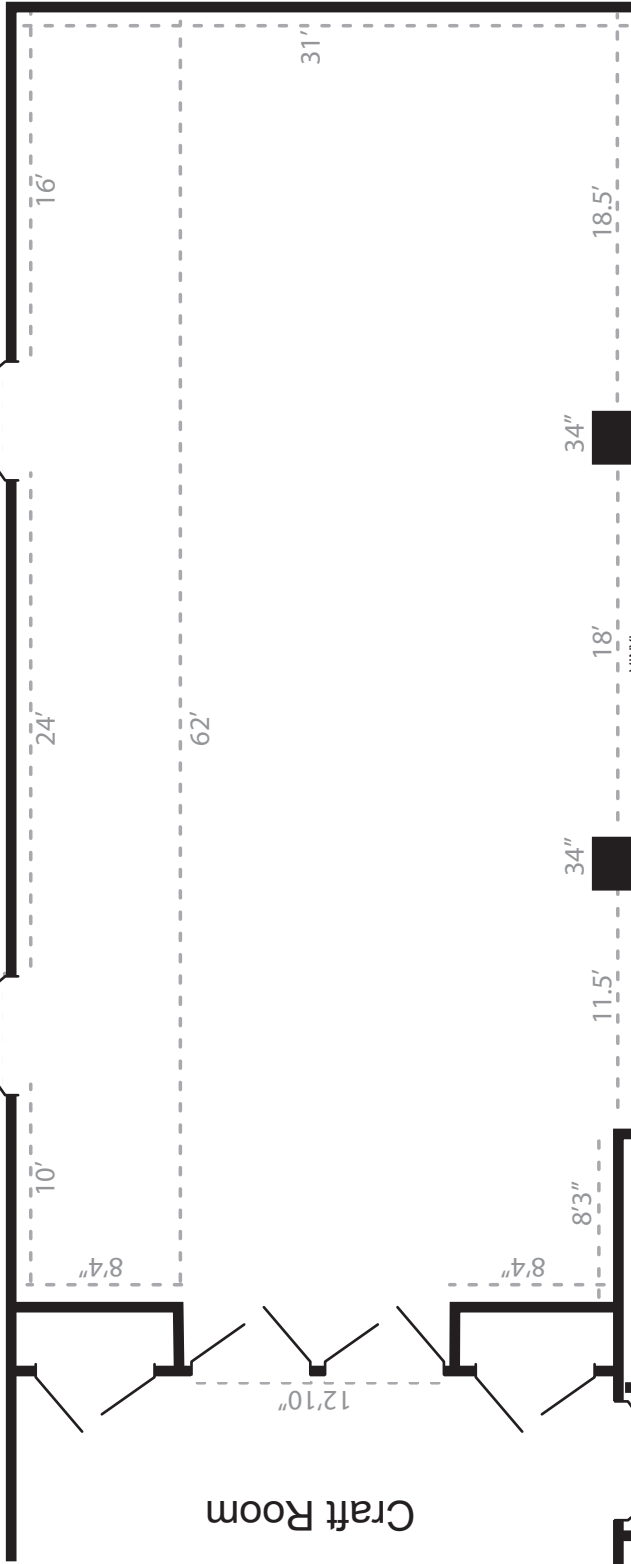
**POOL & SPA**  
(Off Limits to Private Events)



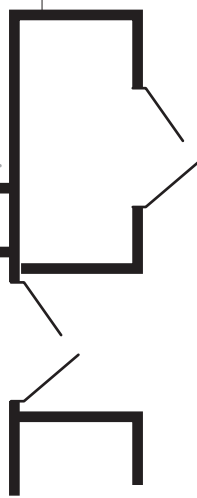
**FRONT DOOR**

# POOL & SPA

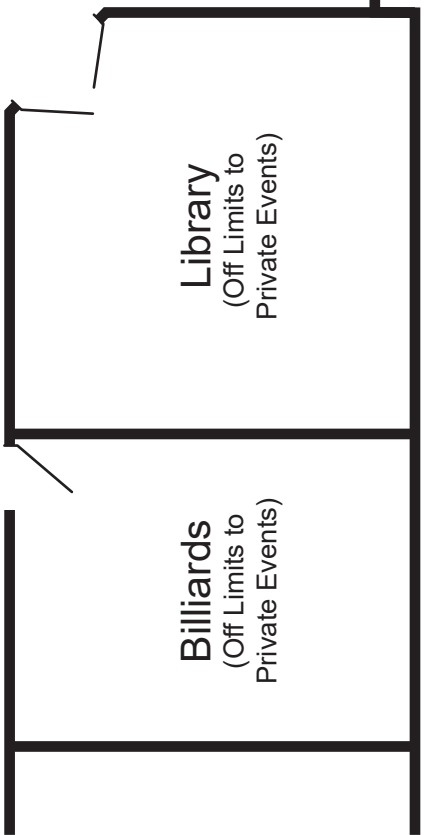
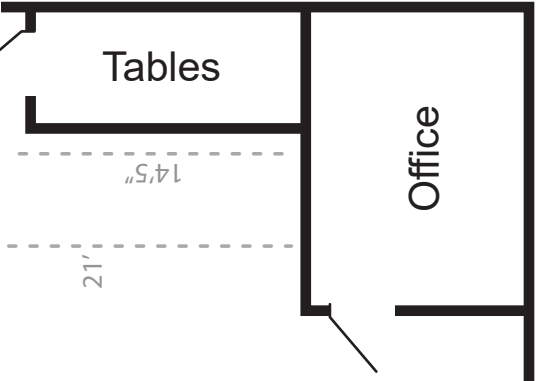
(Off Limits to Private Events)



# Craft Room

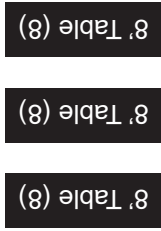


# TRASH

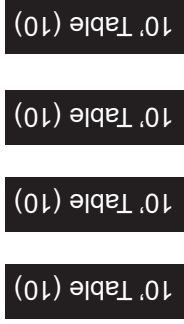


# FRONT DOOR

8' Tables = 3  
(fits 8 chairs comfortably)



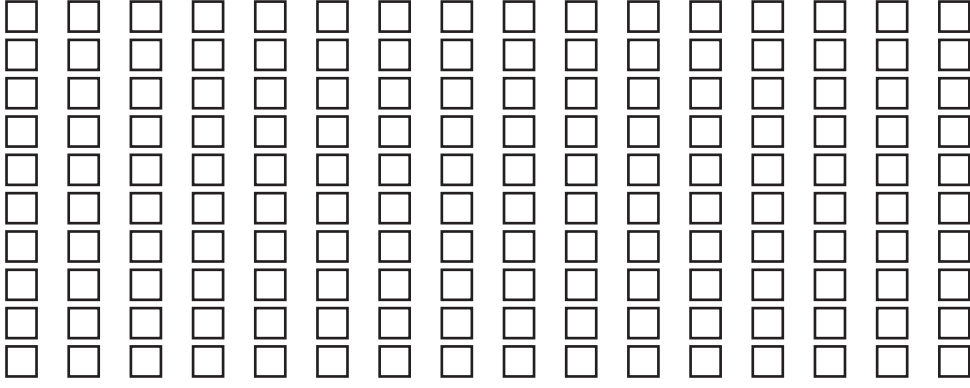
10' Tables = 4  
(fits 10 chairs comfortably)



Folding Chairs = 20



Cushion Chairs = 160



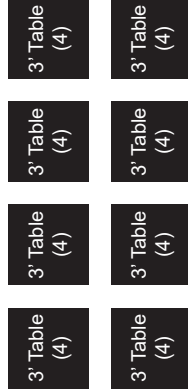
5' Round Tables = 18  
(fits 8 chairs comfortably)



Grey Chairs = 18



3' Tables = 8  
(fits 4 chairs comfortably)



3' Wood Tables = 4  
(fits 4 chairs comfortably)



**For SSII Clubs only  
Patio Furniture**

- Pool Tables - 10
- Brown Round Tables - 5
- Chairs (White) - 48
- Chairs (Brown) - 20
- Lounge Chairs - 10