

SUMMERSET AT BRENTWOOD II
CRAFT ROOM OR LIBRARY RESERVATION REQUEST

Summerset II residents may reserve the craft room or library. Reserving these rooms does not restrict other residents from entering the room. The Board of Directors (BOD) must pre-approve any use for business. To reserve the craft room or library, complete this form and return it to the Office Administrator (OA) prior to the requested date. Requests from the BOD, Standing Committees, Authorized Clubs, and ongoing activities on the Master Calendar have priority. The OA will notify you if the request is approved or denied. To cancel a reservation, please email or contact the OA.

Date submitted _____

Applicant Name _____

Address _____

Phone _____ Email _____

Purpose _____

Business Use must have prior approval of BOD.

Requested Use Date _____

Hours (begin-end) _____ (8 AM to 10 PM Maximum of four (4) hours)

Number of Guests _____ (Maximum of 24 in craft room and 12 in library)

STANDARD TERMS AND CONDITIONS

1. Applicant shall be present during the entire period of use.
2. Applicant and guests must follow all Clubhouse Use Instructions, Association Rules, CC&Rs, and public laws.
3. No business shall be conducted without prior Board approval.
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. Immediately after use, Applicant is responsible for returning tables and chairs to their original locations, satisfactorily cleaning (as determined by the Association), and shall reimburse the Association for any necessary subsequent cleaning and/or repair expenses incurred by the Association attributable to use by the Applicant.

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 Standard Terms and Conditions may result in disciplinary action.**

Applicant has read, understands, and agrees to abide by all terms of this request.

Applicant Signature _____

For Association Use Only

Date _____ ___ Approved

Business Use approved by Board of Directors

Director's Name (see Request form for signature)
Date _____

___ Denied Reason: _____

Authorized Representative signature _____

SUMMERSET AT BRENTWOOD II
CRAFT ROOM OR LIBRARY RESERVED USE INSTRUCTIONS

When reserving the Craft Room or Library, Applicant must follow the instructions below. Contact the Office Administrator (OA) with any questions.

RESTRICTIONS

1. Furniture may not be removed without the specific approval of the OA. Applicant sets up and takes down additional tables and chairs.
2. Signs or decorations of any type are not permitted outside the reserved room.
3. Confetti and glitter are specifically FORBIDDEN. Their use will result in a considerable monetary fee to the resident for cleaning.
4. A responsible adult must always supervise children to ensure the children's safety and that they remain in the reserved room.
5. Maintain a reasonable sound level as per City of Brentwood ordinances.
6. Exterior doors must remain closed.

IMMEDIATELY AFTER USE (Broom, sweeper, and mop are in the hall ladder closet.)

1. Remove all decorations and personal items.
2. Break down all boxes, flatten, and put in recycle bin in garbage area.
3. Wash and put away any used kitchen utensils and dinnerware.
4. Wipe all tables, countertops, sinks, and appliances if used.
5. Sweep and mop spills on hard surface floors.
6. Vacuum carpeted areas.
7. Return tables, chairs, and furniture to their original locations.

I have read and understand the above and understand that violation of the rules may result in disciplinary action.

Applicant Signature

Date

Authorized Representative Signature

Date