

**SUMMERSET AT BRENTWOOD II**  
**ASSEMBLY FOR COMMON INTEREST RESERVATION REQUEST**

Summerset II residents may reserve the ballroom for peaceful assemblies or meetings with other members, residents, their respective invitees, or guests for purposes relating to Common Interest Development living, social, political, or educational purposes. This use is restricted to those purposes expressly allowed by CA Civil Code §4515. Applicants are not charged a fee, are not required to pay a deposit, or purchase insurance when the ballroom is being used for such purposes. Assemblies and meetings are restricted to the reasonable hours of 8 AM to 10 PM with a maximum of four (4) hours.

To reserve the ballroom, complete this form and return it to the (OA) prior to the requested date. The OA will notify you if the request is approved or denied. To cancel a reservation, please email or contact the OA.

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

Address \_\_\_\_\_

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

Requested Use Date \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_ (maximum of four (4) hours)

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

Assembly/Meeting purpose \_\_\_\_\_

**Excluded:** library, craft room, billiard room, fitness room, entire pool/patio/spa area. It is understood that other residents still have access to the excluded areas.

**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. Failure to do so may result in termination of the event.
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. The 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. The Applicant shall reimburse the Association for any necessary subsequent cleaning and/or repair expenses incurred by the Association attributable to use by the Applicant.

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 Standard Terms and Conditions shall give the Association the right to immediately terminate this reservation.**

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

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

**For Association Use Only**

Date \_\_\_\_\_      \_\_\_ Approved \_\_\_ Denied

Reason: \_\_\_\_\_

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If denied, Applicant may appeal a denial to the Board of Directors for final decision.

Authorized Representative signature \_\_\_\_\_

**SUMMERSET AT BRENTWOOD II**  
**ASSEMBLY FOR COMMON INTEREST USE INSTRUCTIONS**

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

**AVAILABLE**

1. Tables and chairs
2. Folding room divider

**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 user being billed for cleaning.
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 Reservation Request and these Use Instructions.
2. On the day of use, Applicant is responsible for arranging help to set up tables and chairs.

**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. Wipe all tables.
3. Remove all personal items from Clubhouse (including all items in the refrigerator.)
4. Sweep and mop spills on hard surface floors.
5. Vacuum carpeted areas.
6. Return tables, chairs, (stacked ONLY 8 high in storage) to respective storage areas.
7. and other furniture to their original locations.
8. Empty trash bin and reline with provided bags; take trash and recyclables to garbage area.
9. Break down all boxes, flatten, and put in recycle bin in garbage area.

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

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Applicant Signature

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Date

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Authorized Representative Signature

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Date