

SUMMERFIELD CLUBHOUSE USE APPLICATION

Sec. F

6.11

Please call **SHARON WILCOX 503/639-6938** to check availability of date; then submit two (2) copies of application to office; both sides

Requested Day <u>AND</u> Date of Function _____	USE IS UNDER RULE NUMBER _____ (see below)
FUNCTION: _____ Catered by _____ (Dinner, Birthday, Cards, Club, Committee, etc.)	
ACTUAL STARTING TIME _____ Approx. ending time _____, # of hours to prepare _____, # to clean up _____	
I'll be using: Kitchen _____ Ballroom _____ Lakeview _____ Orchardview _____ Other _____	
Total # of People Attending _____ Number living in Summerfield _____ Number of non-SCA Guests _____	
Checks Attached: Refundable deposit _____ User Fee (non SCA resident) \$ _____	
I AGREE TO COMPLY WITH THE RULES AS PRINTED ON OTHER SIDE	
APPLICANT'S NAME (please print) _____ PHONE _____	
ADDRESS: _____	
EMAIL ADDRESS: _____ APPLICATION DATE _____	
Organization, if appropriate _____	
PLEASE TURN PAGE OVER TO READ AND SIGN	

USER AND DEPOSIT FEES

With this form, please submit the required deposit check to the office, with a separate check for the "user fee" amount (see explanation of "user fee" below. Both checks are to be made payable to the Summerfield Civic Association and both must be signed by the Summerfield homeowner making the reservation.

**Private parties may be required to have a Summerfield monitor on duty while guests are in attendance.
A fee of \$8.75 per hour is to be paid to the monitor by the host.**

RULE 1: A GROUP DESIGNATED BY THE BOARD AS A RECOGNIZED CLUB, COMMITTEE, TOWNHOUSE OR CONDOMINIUM ASSOCIATION. No "user fee" for Clubhouse use is required.

All other applications are considered private parties and shall pay a user fee and deposit as outlined in Rules 2, 3, and 4. When necessary to assess a fee against the deposit, the amount will be determined by the SCA Administrator.

RULE 2: 90% SUMMERFIELD CIVIC ASSOCIATION RESIDENTS AT PRIVATE PARTIES.

Number of people attending	User fee	Deposit
25 people or less	None	\$80.00
26-70 people	None	\$120.00
71-230 people	None	\$150.00

RULE 3: 30% SUMMERFIELD CIVIC ASSOCIATION RESIDENTS AT PRIVATE PARTIES.

Number of people attending	User fee to offset utilities etc.	Deposit
25 people or less	\$2.00 for each non-SCA member	\$100.00
26-70 people	\$2.00 for each non-SCA member	\$150.00
71-230 people	\$2.00 for each non-SCA member	\$200.00

RULE 4: FAMILY PARTY RULE. Other private parties of up to a maximum of 200 people to accommodate family groups and friends will be permissible. These functions must be confined to the Lakeview Room, Ballroom, kitchen and lounge area to the right of the front door. The party must be hosted by a Summerfield resident.

Number of people attending	User fee to offset utilities etc.	Deposit
25 people or less	\$2.00 for each non-SCA member	\$100.00
26-200 people	\$2.00 for each non-SCA member	\$200.00

Approved Signature _____ (Clubhouse Committee Representative)	DATE POSTED ON CLUBHOUSE CALENDAR
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RULES AND REGULATIONS TO FOLLOW WHEN USING THE SUMMERFIELD CLUBHOUSE

The Summerfield Clubhouse facilities are for the exclusive use of Civic Association members and their guests, but not for political or commercial use. To help protect our investment, a CIVIC ASSOCIATION MEMBER MUST HOST AND BE PRESENT AT EACH CLUBHOUSE EVENT. (The only exception is in the case of an association member's memorial service.)

- ◇ The Clubhouse is a NO SMOKING facility.
- ◇ If you will be using the kitchen or microphone, keys for the cupboards may be picked up at the office before noon the last business day prior to the function. Keys are to be returned by 10:00 a.m. the next business day or dropped in the office mail slot.

The applicant is responsible for adherence to all rules of use and cleanup. This applies not only to actions of those in the party but also those actions of the caterer, if one is employed.

1. *Private parties need to meet with the Calendar Coordinator prior to the event to go over use of the rooms and equipment available for use in the kitchen.*
2. *A greeter must be at the front door to admit guests. (See other side for monitor information to ease hosting tasks.)*
3. *Under no circumstances is an outside door to be left unlocked or propped open. When AC is on, keep deck doors closed.*
4. *The stairway must be roped off with the rope stored behind the kitchen door next to the refrigerator.*
5. *All guests must be restricted to the area actually applied for in the application, with the exception of restrooms and coat room. No one is allowed downstairs.*
6. *No rice, birdseed or any other material used as confetti may be thrown in the clubhouse, parking lot or grounds.*
7. *Fire Department regulations require that you not block any doorway with tables or chairs. Lighted candles not allowed.*

Drinks/ No alcohol may be sold. Caterers must have licensed servers & liquor liability insurance when serving alcoholic beverages. No red wine, red punch, coffee, tea or food in the hall; no oily snacks (i.e. chips, nuts or popcorn) on carpets. You'll need to provide your own dishtowels/linens; and plates must be used if food is passed or served.

Furniture: Thank you for LIFTING tables; NOT DRAGGING them. Applicant is responsible for anything removed from clubhouse during function. Major furniture pieces must not be moved within the clubhouse without prior permission. Piano may be moved only with advance permission - and only on the carpet.

CLEANUP AND CLOSING CLUBHOUSE:


Clubhouse inspectors are instructed to be rigorous in requiring total cleanup in the kitchen, Lakeview and Ballroom. Please refer to the Clubhouse Cleanup and Closing Procedures list given you when your application was approved.

The Inspection Check-off Sheet in the kitchen must be filled in, signed and left on the counter across from the refrigerators by every applicant using the Lakeview, Ballroom and/or Kitchen.

- ◇ A clubhouse committee inspector will check the sheet & all rooms after your event before return of your deposit.
- ◇ The clubhouse alarm is automatically activated at 11:00 p.m. unless prior accommodations have been made.
- ◇ THE APPLICANT MUST LOCK UP THE CLUBHOUSE PERSONALLY. KEYS ARE NOT TO BE GIVEN TO A SECOND PARTY.

INDEMNIFICATION [Read above page before signing]

Each of us agrees to defend and hold the Summerfield Civic Association harmless from, and indemnify it, for every claim made or suit, action or other proceeding which is, or may be, alleged to be related to, or other way connected with any incident, wrongful act, breach of duty, neglect, error, misstatement, misleading statement, omission or any other act done or wrongfully attempted by the Association, its agents, or others, also including reimbursement of the amounts and expenses paid in settling any such action suit or proceeding when settling is deemed by the Association appropriate and in the best interest of the Association.

 Applicant's Signature

Date

CLEANUP AND CLOSING PROCEDURES FOR LAKEVIEW, BALLROOM AND KITCHEN

Please read and share this information with anyone who may assist with your function.

BALLROOM AND LAKEVIEW ROOMS

1. Carpeted areas must be vacuumed following any function. Vacuums are in the back room & in the lobby coat room.
2. Tables and chairs must be returned to their original places as shown on the furniture maps located in the Ballroom and Lakeview rooms. There are dots on the Ballroom baseboards to note table placement. Please wash down spills on chairs and dust mop the parquet floor and wipe up any spills.
3. Only black-cushioned chairs are used in the Lakeview Room. Extra chairs (brown) and tables are placed on proper carts and taken to storeroom behind kitchen. Remember, use the diagrams in both rooms for proper placement of furniture.
4. The LECTERN must be returned to proper storage place in back storage room. The MICROPHONE must be returned to its cabinet in the kitchen and locked. Please double check that microphone is turned OFF and speaker switch under white cabinet in storage room is also turned off.
5. If you are using the signs directing people to the rest rooms, please return them to the envelope in the lobby desk drawer.
6. The movie screen is only to be raised and lowered by the custodian.

KITCHEN

1. Clear and wash counter tops and sinks with a solution recommended by the Health Department (stored under sinks).
2. Kitchen garbage bin must be clean and lined with a new plastic trash bag. **Please tie the full bag tightly before placing in the larger can in storage area.** Extra plastic trash bags are stored in drawer between refrigerators.
3. Ranges must be wiped clean. This includes wiping up oven spills, using soapy water. Don't forget to check that all elements are turned off.
4. Refrigerators should be empty and clean except for items the staff keeps in them for daily use. Please remove your food as there are other functions needing the space. Surplus ice cubes may be left in freezer for someone else to use.
5. Dishwashers should be left empty and switches "OFF." (A small amount of dishes may be in the regular dishwasher from staff use.)
6. Kitchen floor should be wet mopped. The sink is in the storeroom behind the kitchen, and wet and dry mops are also located in that room.
7. All cupboards and drawers must be closed and locked.
8. **Do not overload garbage disposals.** They do not accept excessive roughage. Please check for foreign objects before using the disposal.

LEAVING THE CLUBHOUSE

1. Please PULL ON ALL THE OUTSIDE DOORS to be sure they are closed. Some do not want to close tightly on their own.
2. If you are last in the Ballroom or Lakeview rooms for the day, please be sure the blinds are left in an open position, lights and Heat/AC turned off.
3. **Fill out the inspection check-off sheet in the kitchen, SIGN and leave it on the counter across from the refrigerators.**

CHECK-OFF LIST FOR LAKEVIEW, BALLROOM AND KITCHEN

Sec. F 6.12

Rev. 1/92, 3/93, 10/94, 2/95, 4/96, 3/98, 10/98, 10/09

Anyone using any one of the three rooms above is required to fill out and sign this sheet indicating everything has been completed. This sheet applies to any committee, club or activity, as well. Please **LEAVE IT ON THE COUNTER IN THE KITCHEN** across from the refrigerators. **Private Party deposits will be returned to you after we pick up this form and inspect the facilities.**

The Lakeview, Ballroom and Kitchen and lounge areas must be cleaned immediately following your event. For evening functions, all other cleaning must be completed by 9 a.m. the following day. If any problems are noted, the person signing this sheet will be contacted.

LAKEVIEW – BALLROOM AREAS

- _____ Table tops wiped clean with disinfectant spray. If Summerfield's plastic tablecloths are used, please wipe with damp cloth and leave on table until next morning to keep from mildewing.
- _____ Tables and chairs should be arranged according to the diagrams on the walls of the Lakeview, Ballroom and storage rooms. Only chairs with black padded backs and seats go in the Lakeview Room.
- _____ Dust mop Ballroom floor; wipe up any spills.
- _____ Vacuum carpets in Lakeview, Ballroom and entrance as needed.
- _____ If folding partition is used between Lakeview and Ballroom, please return it to the proper storage place in the wall.
- _____ If lectern has been used, it must be returned to proper place in storage area.
- _____ If **microphone** has been used, it must be **turned off** and **locked** in kitchen cabinet.
- _____ **Speaker system must be turned off** in storage room (under white box).
- _____ **Turn off** heat/AC and lights in Lakeview and Ballroom; pull on door handles to be sure they are closed tightly. If you are last in the Lakeview or Ballroom for the day, **please be sure the blinds are left in an open position.**

KITCHEN – STORAGE AREAS

- _____ All stove elements must be turned **off**. Range tops and oven spills must be cleaned.
- _____ Commercial dishwasher switch must be turn **off**.
- _____ Dishwashers, ranges and refrigerators should be clean and empty (except for item or two staff keeps there).
- _____ Kitchen counters and sinks must be washed clean with disinfectant.
- _____ Garbage can in kitchen should have clean liner (extra bags in drawer between refrigerators). If garbage has spilled into the can itself, it must be cleaned.
- _____ Check to see that all cupboards are locked.
- _____ Kitchen floor must be wet mopped. (If spillage in storage area, please mop up.)
- _____ Return storage room to its proper order, per diagram at ballroom end. Make sure outer door is locked & bolted.

The host (applicant) must remain in clubhouse and be the last person to close up, making sure all doors are locked. As you exit the front door, please turn out all but Night Lights, which are clearly marked on switch plates.



REQUIRED CLEANUP HAS BEEN COMPLETED (Do not sign until done)

SIGNATURE OF APPLICANT/CHAIR: _____ PHONE: _____

FUNCTION: _____ DATE: _____

INSPECTOR'S REMARKS:

⇒ INSPECTOR ON DUTY IS (print) _____ All ok? _____
Office: DO NOT REFUND DEPOSIT until approved by Inspector. If problems are noted, please copy for applicant.