



Clubhouse Reservation and Agreement Form

General - The clubhouse at the Reflection Ridge recreation area may be reserved for parties and other events for up to three hours per event. **THE POOL MAY NOT BE RESERVED.** To reserve the recreation area, complete this form and submit it with a \$100 cleaning and damage deposit. There is a limit of **30 attendees** per party. During the event, please **do not prop open the gate or doors** at any time.

Notification - Reservations are made on a first come first serve basis. If possible, a reservation should be made at least two weeks in advance of the event. Also, it is advisable to post a notice on the clubhouse door while your event is in process. Please note that all residents are still able to use the pool and its facilities during your event.

Responsible Party - A member of the Reflection Ridge HOA must be present during the entire period of the event. It is the responsibility of the member who makes the reservation to monitor and control the behavior of all guests and other participants. Use of the recreation area is a privilege. Failure to abide by the established rules will result in the member's pool key being deactivated and the opportunity to reserve the recreation area being denied. There is a twenty-five (\$25) dollar charge to issue a new pool key or reactivate a deactivated key.

Deposit - A \$100 cleaning and damage deposit is required. Make your check payable to Reflection Ridge HOA. Your check will be held until after your event and returned to you if the area used is adequately cleaned and there is no damage from your use of the recreation area. Your reservation will not be confirmed until your check has been received by Riverside Management.

Cleaning - The recreation area must be cleaned and left in good condition when your event is over. This includes pick up of all debris and trash from the event, replacement of tables and chairs in their proper places, removal of any decorations and hauling away all trash and debris from the area. **Do not place trash and debris from the event in the trash cans on site.** A flat fee of \$50 will be taken from your deposit money if any additional cleaning or trash removal is necessary.

Recreation Area Rules - By signing below, the member who is making this reservation agrees to follow the Recreation Area Rules for Reflection Ridge HOA.

Whom to Contact - When you have completed this form, send it along with your cleaning and damage deposit to Riverside Management Co., 8919 W. Ardene Street, Boise, ID 83709. Questions? Contact Riverside Management at 208-321-7771. Your cleaning deposit check will be returned after your event subject to the terms of this agreement.

Reservation Date _____ Time _____ (3 hour max.)

of Guests _____ (max 30)

Homeowner Name

Phone Number

Address

Signature

Date