



## Clubhouse Reservation Form

**Reservations must be made through the SLCSA Office- (972)442-3000**

***Only Seis Lagos Residents are eligible to rent the Clubhouse.***

**Resident Name** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Type of Event:** \_\_\_\_\_ **AV System Request:** **YES or NO**

**Guest Count (May not exceed 200):** \_\_\_\_\_ **Event Start Time:** \_\_\_\_\_ **Event End Time:** \_\_\_\_\_

### **FEES:**

- **\$500.00** Deposit to hold reservation (to SLCSA)
- **\$350.00** Rental Charge Per Day (to SLCSA)
- **\$100.00** Cleaning Fee (to SLCSA)

**3 separate checks required to be paid upon reserving the Clubhouse.**

### **RESIDENT REQUIREMENTS:**

- Must be Current in HOA Dues
- Seis Lagos Resident must pick up the key from the guard house
- Alphabetized Guest list must be given to Safety Officer at key pick up.

### **INCLUDED IN YOUR RENTAL:**

- Use of the Clubhouse Room, Kitchen, Patio, and Balcony (Game Room and Fitness Room are NOT included in your rental)
- You may use the sports court, tennis court, and playground. However, these facilities may not be reserved for your exclusive use.
- Our cleaning company will mop, polish, and return tables and chairs back to their original places.

### **RESIDENT RESPONSIBILITIES:**

- ALL trash must be removed from the facility and all debris must be swept off the floor.
- ALL left-over food, drink, decorations, tape/command strips, and personal items must be removed.
- Any trays used in the kitchen must be washed/dried and put back in place.
- Resident must be in attendance the entire event.
- Keys and AV equipment must be returned to the guard house immediately following the event.
- See attached rules and check list for detailed rules and responsibilities.

### **Availability:**

Monday through Sunday: 6:00 AM to 12:00 AM

***I have read the rental agreement, homeowner responsibilities, and check list. I understand I will lose my \$500.00 deposit if I do not hold up to my end of the responsibilities or any damage is caused during my rental period. If any damages exceed \$500.00, I understand I will be charged the extra amount.***

**Resident Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# Seis Lagos Clubhouse Rental

## End of Event Checklist

**Please bring your own replacement trash bags.**

- ☐ Floors swept.
- ☐ All Decorations have been removed, including all tape and command strips.
- ☐ Kitchen counter tops and appliances cleaned off.
- ☐ All food and drinks are removed from the refrigerator, and it's wiped down.
- ☐ Ovens are off and both microwaves and ovens have been wiped down.
- ☐ Bread warmer is turned off and any food crumbs have been cleaned out. All trays used have been washed, dried, and put back in place.
- ☐ Stovetop is turned OFF (red knob underneath stove should be facing UP when off) Wipe stove down.
- ☐ All trash from bathrooms, inside clubhouse, and outside clubhouse patio have been removed and put in bins by the cabana.
- ☐ ALL trash cans have a replacement bag in them.
- ☐ Lights Off and ALL Doors Locked- return key and AV equipment.
- ☐ Cleaning company will put tables and chairs up.

*The Seis Lagos Property Owner reserving the cabana must be in attendance during the event.*

*The property owner is also responsible for any and all damage to the clubhouse during the reservation period.*

## SEIS LAGOS CLUBHOUSE RULES

- **An alphabetical guest list (by last name) must be given to the Safety Officer before the key will be issued. The Seis Lagos Resident reserving the Clubhouse must be the one to pick up the key.**
- The Property Owner reserving the clubhouse must be in attendance during the entire time the clubhouse is used.
- No smoking in any of the buildings. If guests smoke outside, please pick up debris.
- One parent must be in attendance for every 8 guests, 18 years of age and under.
- **The Property Owner reserving the clubhouse is responsible for any and all damages to the clubhouse during the period he/she has it reserved.**
- No nails, tacks or other devices which deface or damage the facility are allowed. Do not put anything on the projector screen. Please use painters' tape & command strips.
- Reservation of clubhouse includes the large clubhouse room, kitchen with use of kitchen equipment, and the adjoining covered patio/balcony only. Recreational area around the clubhouse (i.e. tennis courts, volleyball court, grill, playground) may be used by your party, but may not be reserved for their exclusive use. **The Fitness Room and Game Room is not included in the Clubhouse rental.**
- Clubhouse rentals shall be limited to a maximum of 200 guests.
- The A/V System/projector is available upon request prior to date of event.

### Bread/Food Warmer (Metro C5-1 Series)

- **The homeowner/clubhouse renter is responsible for washing, cleaning and drying any trays used during the rental period. If trays are left dirty or damaged, you will be charged \$25 per tray.**
- Tin foil is highly recommended when using the trays.
- The warmer needs to be cleaned of any food/crumbs/spills inside and on the outer glass.
- **The cleaning service does not wash dishes or clean the inside of the warmer.**

### Stove Top

- To use the stove top, you must first turn on the gas. The gas line is located under the stove top. Turn the red knob to the side (red knob will align with the gas pipe when turned on). Once the gas is on, use a lighter to light the pilot on the burners. Turn off gas when done (red knob should be facing UP when off).

### Refrigerator

- DO NOT adjust the temperature/settings for the refrigerator.
- Changing the temperature could cause the refrigerator to freeze and the doors will freeze closed. If this happens during your rental of the clubhouse, you will be charged an additional \$100.00 for defrost and clean up. If the refrigerator is not working properly, please notify the guard house, 972-442-3200.

### Double Ovens & Microwaves

- The ovens and microwaves need to be cleaned of food/crumbs/spills inside and on the outer doors.

### General Info:

Seis Lagos Safety Officers reserve the right to enforce these rules. Failure to yield to a Safety Officer's directives may result in the suspension of Property Owner's privileges by action of the Seis Lagos Community Services Association Board of Directors. **The Clubhouse is to remain locked when not in use.**

**Note: The US Tax Code for Non-Profit Status of the SLCSA forbids the use of the Clubhouse and Cabana for commercial purposes.**