

**Tempe Gardens Homeowners Association**  
**Clubhouse Reservation Form**  
*(Allow 14 days for processing)*

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

Owner/Resident/group \_\_\_\_\_

Owner address \_\_\_\_\_ Deposit \_\_\_\_\_

Phone: \_\_\_\_\_ email \_\_\_\_\_ Unit # \_\_\_\_\_

Event: \_\_\_\_\_ Date/time \_\_\_\_\_

Number of Guests: # \_\_\_\_\_ Noise level: \_\_\_\_\_

**Key:** Will be issued 24 hours in advance of reservation, and must be returned with authorized inspection.

**Parking:** Advise guests of parking restrictions.

**Post notice:** on clubhouse door 24 hours prior to the event advising neighbors of the date, hours, and type of event.

**Clubhouse Rules:** on back of Form.

**Cleaning and damage deposit:** Clubhouse must be found in the same condition that it was in before it was used, in order for the total deposit (\$200) to be refunded. The space must be cleaned by 24 hours after the event, or by an alternate set time. If left clean and undamaged the check list below will be signed authorizing return of deposit. Expect deposit returned within 14 days unless damage or loss has occurred.

**Check list:**

1. \_\_\_\_\_ Put away any items that you used, flush toilets, restock TP, towels, etc.
2. \_\_\_\_\_ Sweep/dust-mop all bare floors, and mop where needed.
3. \_\_\_\_\_ Vacuum carpet (or sweep if vacuum is not available).
4. \_\_\_\_\_ Remove food items you or your guests brought from kitchen, refrigerator.
5. \_\_\_\_\_ Remove and properly dispose all trash/garbage from the premises.
6. \_\_\_\_\_ Turn off all lights, fans, at breaker.
7. \_\_\_\_\_ Lock both locks on all exterior doors.
8. \_\_\_\_\_ HOA broken or malfunctioning items: \_\_\_\_\_
9. \_\_\_\_\_ User breakage or lost items? \_\_\_\_\_

**List satisfied:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Deposit to return** \_\_\_\_\_  
*(Authorized inspector's signature)*

## **A. CLUBHOUSE RULES**

1. The clubhouses are located by the pools at the North and South campuses. They are to be used by residents and their guests only. Guests must be accompanied by a resident.
2. Youth events require the owner/tenant to be present and provide one adult for every 10 youths.
3. No smoking in the clubhouse per Arizona law.
4. Disruptive or intoxicated persons are not allowed in the clubhouse. It is the responsibility of the owner to enforce this rule.

## **B. CLUBHOUSE RESTROOMS**

1. Restrooms must be kept clean by users.
2. If the restrooms are used by swimmers, their bathing attire must be dry and not wet the floors.

## **C. CLUBHOUSE ACTIVITIES**

1. Clubhouses are for social activities only.
2. Playing music is permissible, providing the volume does not disturb nearby residents.
3. Clubhouse furniture, if moved, must be returned to original position. No chairs, tables or other items may be removed from the clubhouse.

## **D. CLUBHOUSE RESERVATIONS**

Owners and residents may reserve the clubhouse for a specified event. All reservations must be approved prior to use. A reservation form is available from management. A rental fee may be charged.

1. To reserve the clubhouse, an owner/resident must complete a **Clubhouse Reservation Agreement** and pay security deposit.
2. The cost of repairs, cleaning and any related cost will be charged to the person reserving the clubhouse. Such charges will come out of, but not be limited to, the security deposit.
3. Reservation of the clubhouse does not include reservation of the playground, pool or pool area. These areas may not be reserved. .
4. Users must abide by all rules, or risk having the event terminated by management.

## **E. CLUBHOUSE PARKING**

1. A few guest parking spaces have been provided near each clubhouse. Parking is also permitted on side streets.
2. Guests may not park their cars in parking spaces behind any townhouse without permission of the unit owner. A guest's car may be towed if it is parked in a resident's parking space, no parking zone, or on the sidewalk or grass.

## **F. LIABILITY & INTERPRETATION OF RULES**

All persons enter and use the clubhouse at their own risk. Responsibility and authority belongs to the resident reserving the clubhouse. Disputes regarding the interpretation of clubhouse rules shall be resolved by the Board.