

Colony Club Homeowners Association

3611 SOUTH MALL ■ IRVINE, CALIFORNIA 92606

OWNERS NAME _____

OWNERS ADDRESS _____

PHONE # _____ FACILITY REQUESTED _____

DATE OF USE _____ HOURS OF USE (INCLUDING CLEANUP) _____

TYPE OF ACTIVITY (BE SPECIFIC) _____

EXPECTED ATTENDANCE _____ # OF COLONY RESIDENT HOMEOWNERS _____

I HEREBY AGREE THAT THE PERSON SIGNING BELOW SHALL BE FAMILIAR WITH THE RULES AND REGULATIONS AND SHALL BE RESPONSIBLE ON BEHALF OF THE GROUP REQUESTING THE USE OF SAID FACILITY AND SHALL BE LIABLE FOR DAMAGES TO THE ASSOCIATION IN CONNECTION WITH SAID USE.

(SIGNATURE OF RESPONSIBLE RESIDENT HOMEOWNER)

OFFICE USE ONLY

Reservation Approved _____ Dues Status _____ Keys _____

Pmt. Personal Check _____ Basic Reservation Charge _____

Cash _____ With Food/Alcohol _____

Bank Check _____ BBQ Area _____

Check Banked _____ Storage Room _____

Amount of Deposit Returned _____ Volleyball Court _____

Damaged Charges _____ Guest Charge _____

TOTAL _____

Manager Signature: _____

Signature

Address

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Please read the below list of rules and regulations referencing the rental of the Colony Clubhouse. Please be advised that it is the responsibility of the Clubhouse renter to pick up necessary keys the day before the function. **Calling Board Members or Management the day of the function to obtain keys is unacceptable** _____(initials).

- Hours of Clubhouse operation are 9:00 a.m. to 10:00 p.m. The maximum reservation period is **six (6) hours**. The facility must be vacated no later than 10:00 p.m.
- Application must be signed in the presence of the manager. It is not to be taken off-site to be completed. Resident ID is required. Acceptable forms of ID are: photo ID with Colony address or photo with Colony address or photo ID and utility bill with Colony address. Misrepresentation will result in forfeiture of deposit.
- **Each applicant requesting the Clubhouse must be a Colony resident**. Off-site owners forfeit their right to use the Clubhouse to their tenants.
- Renters must provide a declaration: signed by the owner: stating the owner is aware of the tenant renting the Clubhouse and will assume responsibility for any additional charges.
- Application must be current with their assessment payments.
- A refundable deposit in the amount of \$250.00 must be paid in the form of money order or personal check. Personal checks must be paid one week prior to the event to allow for processing. The \$250.00 check will be deposited and a \$25.00 rental fee will be subtracted from the deposit for the inspection of the clubhouse. (Non-profit organizations will be exempt from use fee charges). **ANY VIOLATION OF THE RULES OR DAMAGES TO THE PROPERTY WILL RESULT IN FORFEITURE OF THE ENTIRE \$250.00 DEPOSIT.**

Initials

1. ___ The facility and surrounding area must be cleaned, vacated and locked by the end of the reservation period. **Evening reservation periods end at 10:00 p.m.**
2. ___ One (1) adult chaperone per ten (10) minors under the age of 21.
3. ___ Applicant must be present the entire period the Clubhouse is used for their reservation.
4. ___ Nails, staples, tacks, scotch tape and etc. are not allowed on any walls, finished wood pieces, doors or cabinets. Painters tape is acceptable.
5. ___ DECORATIONS will be placed no higher than the top of the blinds.
6. ___ Maximum attendance for any function is seventy (70) people.
7. ___ **No live bands, dances, loud music, disc jockeys or high intensity lighting is allowed.**
8. ___ Functions that are advertised by means of flyers will not be permitted. **Any party where flyers are discovered will be terminated immediately and the deposit will be forfeit.**
9. ___ Functions that charge for attendance or are of a commercial nature are prohibited.
10. ___ Alcohol consumption is only permitted by persons of 21 years of age or older. All open alcoholic beverage containers must be kept **inside the Clubhouse** (Not in the pool area, parking lot or sidewalk areas)
11. ___ **All Clubhouse furniture and contents must remain inside the Clubhouse.**
12. ___ **Pool use is not allowed.**
13. ___ Any violation of the rules or damage to the property will result in the forfeiture of all or part of the deposit and/or closing down of function.

Signature

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14. ___ Any function that becomes a nuisance to the surrounding neighbors such that it requires intervention by police, Board Members or agents of the Board, will result in forfeiture of deposit and closing down of the function, and loss of Clubhouse privileges for a time to be determined by the Board of Directors.
15. ___ NO SMOKING allowed in the Clubhouse or within a 100' perimeter of the Clubhouse
16. ___ NO SMOKING allowed in any gated areas
17. ___ ALL TRASH MUST BE REMOVED AND FURNITURE REPOSITIONED
18. ___ ALL WINDOWS AND DOORS MUST BE SECURELY LOCKED.
19. ___ The clubhouse cleanup checklist is posted at the bulletin board in front of the clubhouse. The clubhouse will be inspected following your event and the condition of the clubhouse will be evaluated based on this criteria.

Manager has explained and I have read the above listed rules. I understand that failure to abide by said rules will result in the forfeiture of my deposit.

Signature

Address

COLONY CLUB HOMEOWNERS ASSOCIATION

Penalties for Clubhouse Renters

Dear Owner/Tenant:

The following is a list of potential penalties that could be assessed out of your \$250.00 clubhouse rental deposit. After each event, the Association's Clubhouse Inspector will check to ensure the following infractions were not found.

AREA OF CLUBHOUSE	INFRACTION / ITEM WITHIN CLUBHOUSE	FINE
Entry Areas	Front door unlocked	\$15.00
Entry Areas	Sliding glass door (near office) - left unlocked/open	\$15.00
Entry Areas	Screen door to sliding glass door (near office)	Cost of Repairs
Entry Areas	Sliding glass door (near kitchen) - left unlocked/open	\$15.00
Entry Areas	Screen door to sliding glass door (near kitchen)	Cost of Repairs
Entry Areas	Door to hallway - left unlocked/open	\$15.00
Entry Areas	Door to bathrooms - left unlocked/open	\$15.00
Entry Areas	Door exiting to pool area near bathrooms - left unlocked/open	\$15.00
Main Living Areas	Flooring	Cost of repair and/or \$15.00 charge for cleaning
Main Living Areas	Baseboards	Cost of repair and/or \$15.00 charge for cleaning
Main Living Area	Ceilings	Cost of repair and/or \$15.00 charge for cleaning
Main Living Areas	Walls	Cost of repair and/or \$15.00 charge for cleaning
Main Living Areas	Windows	Cost of repair and/or \$15.00 charge for cleaning
Main Living Areas	Window Coverings	Cost of repair and/or \$15.00 charge for cleaning
Main Living Areas	Light Fixtures	Cost of repair and/or \$15.00 charge for cleaning
Main Living Areas	Switches	Cost of repair and/or \$15.00 charge for cleaning
Main Living Areas	Outlets	Cost of repair and/or \$15.00 charge for cleaning
Main Living Areas	Fireplace	Cost of repair and/or \$500.00 charge for leaving on
Main Living Areas	All Furniture	Cost of repair and/or \$15.00 charge for cleaning
Main Living Areas	Thermostat (leaving heat or A/C on)	Cost of repair and/or \$35.00 charge for cleaning

COLONY CLUB HOMEOWNERS ASSOCIATION

Penalties for Clubhouse Renters

AREA OF CLUBHOUSE	INFRACTION / ITEM WITHIN CLUBHOUSE	FINE
Kitchen	Range/Oven	Cost of repair, \$15.00 charge for cleaning, and/or \$500.00 charge for leaving the appliance turned
Kitchen	Refrigerator	Cost of repair, \$15.00 per item left inside the fridge/freezer, \$15.00 charge for cleaning
Kitchen	Cabinets (inside & out)	Cost of repair and/or \$15.00 charge for cleaning
Kitchen	Counter Tops & Backsplash	Cost of repair and/or \$15.00 charge for cleaning
Kitchen	Microwave	Cost of repair and/or \$15.00 charge for cleaning
Kitchen	Sink	Cost of repair and/or \$15.00 charge for cleaning
Kitchen	Sink Fixtures	Cost of repair and/or \$15.00 charge for cleaning
Hallways	Flooring	Cost of repair and/or \$15.00 charge for cleaning
Hallways	Baseboards	Cost of repair and/or \$15.00 charge for cleaning
Hallways	Ceilings	Cost of repair and/or \$15.00 charge for cleaning
Hallways	Walls	Cost of repair and/or \$15.00 charge for cleaning
Hallways	Light Fixtures	Cost of repair and/or \$15.00 charge for cleaning
Hallways	Switches	Cost of repair and/or \$15.00 charge for cleaning
Hallways	Outlets	Cost of repair and/or \$15.00 charge for cleaning
Bathrooms	Flooring	Cost of repair and/or \$15.00 charge for cleaning
Bathrooms	Baseboards	Cost of repair and/or \$15.00 charge for cleaning
Bathrooms	Switches	Cost of repair and/or \$15.00 charge for cleaning
Bathrooms	Outlets	Cost of repair and/or \$15.00 charge for cleaning
Bathrooms	Ceilings	Cost of repair and/or \$15.00 charge for cleaning
Bathrooms	Walls	Cost of repair and/or \$15.00 charge for cleaning
Bathrooms	Light Fixtures	Cost of repair and/or \$15.00 charge for cleaning
Bathrooms	Switches	Cost of repair and/or \$15.00 charge for cleaning
Bathrooms	Outlets	Cost of repair and/or \$15.00 charge for cleaning

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Penalties for Clubhouse Renters

AREA OF CLUBHOUSE	INFRACTION / ITEM WITHIN CLUBHOUSE	FINE
Bathrooms	Cabinets (inside & out)	Cost of repair and/or \$15.00 charge for cleaning
Bathrooms	Counter Tops & Backsplash	Cost of repair and/or \$15.00 charge for cleaning
Bathrooms	Mirror	Cost of repair and/or \$15.00 charge for cleaning
Bathrooms	Sink	Cost of repair and/or \$15.00 charge for cleaning
Bathrooms	Sink Fixtures	Cost of repair and/or \$15.00 charge for cleaning
Bathrooms	Toilet	Cost of repair and/or \$15.00 charge for cleaning
Bathrooms	Urinal	Cost of repair and/or \$15.00 charge for cleaning
Closets	Tables	Cost of repair and/or \$15.00 charge for cleaning/storing on your behalf
Closets	Chairs	Cost of repair and/or \$15.00 charge for cleaning/storing on your behalf
Closets	Cleaning Supplies	Cost to replace of \$15.00 for storing on your behalf
Closets	Closet doors	Cost of repair, \$15.00 for leaving unlocked, and \$15.00 charge for cleaning
Storage Areas (Exterior)	Tables	Cost of repair and/or \$15.00 charge for cleaning/storing on your behalf
Storage Areas (Exterior)	Chairs	Cost of repair and/or \$15.00 charge for cleaning/storing on your behalf
Storage Areas (Exterior)	Doors	Cost of repair, \$15.00 for leaving unlocked, and \$15.00 charge for cleaning
Misc. Items	All lights turned off	\$25.00 if any light is left turned on
Misc. Items	Bath vents turned off	\$25.00 if any light is left turned on

Trash Cans

All trash **MUST** be removed from the kitchen, clubhouse and bathrooms. Trash must be disposed outside in the large trash bins near the storage rooms.