



# REQUEST FOR GATHERING

## FILL OUT BY ORGANIZER

At the request of the Resident, the LakeRidge Falls Community Association [the "Association"] grants the non-exclusive use of the Clubhouse to  [the "Organizer"]

for a Gathering to occur on  between the hours of

1. Anticipated number of guests:
2. Purpose of the Gathering:

3. As the Gathering is non-exclusive, it may be shared by other members of the Association.

4. Rooms to be used [kitchen is included]:

- a. Grand Salon
- b. Activities Room
- c. Multipurpose Room

5. The organizer shall comply with all current rules and regulations adopted by the Association and shall have full responsibility for restoring the Clubhouse to its' condition before the Gathering, including vacuuming, and cleaning kitchen counters and floor spills, and agrees to remove all trash to the designated dumpster adjacent to the parking lot immediately after the event. Special attention shall be given to:

- a. Emptying all trash bins
- b. Vacuuming carpets in all areas used
- c. Removing anything stored in the refrigerator
- d. Picking up debris left on the floor of bathrooms & other areas utilized
- e. Turning off all water faucets
- f. Cleaning up the entire kitchen including the countertops
- g. Washing & restoring all kitchen items to original places, i.e., coffee pots, utensils, table cloths, etc.

6. Should the Association incur expenses for damages resulting from the actions of the organizer/invitees, the organizer shall make reasonable and timely payments to the Association for such damage.

## ORGANIZER SIGNATURE REQUIRED

Organizer Name

Organizer Full Address

Organizer Phone #

Signature

Date



# GATHERING CHECKLIST

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AT THE END OF THE EVENT BEFORE LEAVING, THE CLUBHOUSE SHOULD BE RESTORED TO ITS CONDITION BEFORE THE GATHERING AND SECURED, INCLUDING:

## BATHROOMS

- Check to be sure no water is running
- Be sure no paper or trash is left on the floors

## KITCHEN

- All items used should be washed and put back where they belong
- The refrigerator/freezer should be checked and any leftovers removed (taken or thrown away)
- All counters should be cleaned, as well as the floor
- Faucets should be off

## IN ALL AREAS UTILIZED INCLUDING THE HALLWAYS

- Vacuum carpets & floors
- Clean up any spills
- Empty all trash bins and insert new bags, removing the bags to the dumpster adjacent to the parking lot
- Be sure all Clubhouse fans and lights are turned off