

COTTONWOOD CANYON HILLS COMMUNITY ASSOCIATION



CANYON
HILLS

RENTAL PROCEDURES OF RECREATIONAL FACILITIES

ONLY THE MULTIPURPOSE ROOM IS RENTED UNLESS
WRITTEN PERMISSION IS OBTAINED FROM
PARDEE HOMES AND/OR THE ASSOCIATION

RENTAL FEES (These fees are subject to change without advance notice.)

- CLUBHOUSE RENTAL:** \$50.00 (Nonrefundable) Monday thru Friday
\$100.00 (Nonrefundable) Saturday & Sunday
- CLUBHOUSE CLEANING
AND SECURITY DEPOSIT:** \$300.00 (Refundable minus any expenses. Note: If
costs exceed the deposit, the homeowners account
will be charged.)
- SECURITY REQUIRED:** The Facility Patrol Officer(s) will be required to be
contracted for events providing alcoholic beverages
with over 10 adult attendees and for events with over
20 adult attendees when alcohol is not served. The
Association requires the resident to contract with the
Association's contracted Facility Patrol Company to
be scheduled when the reservation is made with the
Management Company, and pay for the services via a
check. Charges and payments are pass-throughs using
the Association's established account with the Patrol
Company. The fee per guard per hour is \$35.00 with a
minimum of four (4) hours.
- RESERVATIONS:** Reservations are booked on a first come first serve
basis. A signed contract and a check for the \$50 or
\$100 nonrefundable fee, fee for the security guard
(\$140.00 minimum charge), if applicable, and \$300
refundable deposit from the resident/homeowner are
required to book the date of the event. The event is
confirmed when all fees are paid in full and evidence
of insurance and indemnity has been provided in
advance of the scheduled event.
Reservations cannot be made more than four months

(120 days) in advance of the event. (Note: time is calculated based upon a thirty (30) day month. Example: to reserve the facility on Sept. 10th, the earliest date to book that date would be May 30th – 4 months preceding the date desired.) Exception: Wedding Receptions – reservations may be made up to one (1) year in advance. (No religious ceremonies are allowed.)

The Clubhouse cannot be rented for any business purpose, i.e. where money will change hands.

PAYMENT:

Checks for all funds due should be received by the Association’s Management office not less than 30 days prior to the rental date. All checks are deposited. If appropriate, the security deposit and any other money due will be refunded approximately 30 days following an event. All rental fees and deposits are required at time of reservation.

KEY PICK UP:

Homeowner must pick up the keys at the Business Office two hours before the event, unless event is on a weekend, then homeowner may pick up keys two hours before closing the Friday before. The keys must be returned directly following the event by placing the key in the drop box located to the right of the Business Office door.

INSURANCE BINDER:

A homeowner insurance binder is required prior to a party date. This binder must be a \$300,000.00 insurance policy naming Pardee Homes and The Cottonwood Canyon Hills Community Association as additionally insured.

CLUBHOUSE CLEANING:

Homeowners are required to remove all decorations, trash, and food, and to clean so that the facility is restored to the condition in which it was found. If necessary, a cleaning service will be employed by Pardee Homes or the Cottonwood Canyon Hills Association and any cost will be deducted from the security deposit.

GENERAL CLEANING:

Includes but not limited to: Setting up and tearing down furniture, etc., vacuuming, dusting, mopping of floors, kitchen and restroom cleaning.

SPECIAL CLEANING:

Includes but not limited to: Carpets, windows, outside deck cleaning.

Please note that all cleaning supplies and equipment (including but not limited to vacuum cleaner, broom, mop, Windex, etc.) are to be provided by the resident.

COTTONWOOD CANYON HILLS COMMUNITY ASSOCIATION
CLUBHOUSE RENTAL & RESERVATION APPLICATION AND WAIVER
AGREEMENT

Reservation Request Form

Date Requested: _____

Time of Actual Event:

Start: _____ End _____

Decorating/Set-Up Time: (Not to exceed 2 hours prior to scheduled event.)

Start: _____ End _____

Clean-Up Time: (Not to exceed 2 hours after event or 10pm. Which ever comes first.)

Start: _____ End _____

*NOTE: Homeowner may set up 2 hours prior to event unless for a wedding reception and no other event is scheduled. Event must be cleaned and ready for closing by 10pm.

AREA REQUESTED: _____

EVENT DESCRIPTION: _____

APPROXIMATE NUMBER OF PEOPLE ATTENDING: _____

ENTERTAINMENT: None DJ Band Other: _____

*NOTE: Please provide contact information of entertainment:

Name: _____ Contact Phone Number: _____

Name: _____ Contact Phone Number: _____

HOME PHONE NUMBER: _____

CELL PHONE NUMBER: _____

I have read and understand the terms and conditions of renting the clubhouse.

Please remember that Pardee and Cottonwood Canyon Hills HOA events precede any and all room approvals. We will always try to schedule events that do not interfere with the traditional days/dates held by sanctioned clubs. However, if they do conflict the Pardee or Cottonwood HOA event will take precedence. Management and Security Patrol reserve the right to terminate any event in violation of the foregoing agreement.

HOMEOWNER SIGNATURE: _____ **DATE:** _____

APPROVED BY: _____ **DATE:** _____

COTTONWOOD CANYON HILLS COMMUNITY ASSOCIATION
31989 Hollyhock Street
Lake Elsinore, CA 92532
Phone: (800) 400-2284 ext. 519 Fax: (951) 246-2397

COTTONWOOD CANYON HILLS COMMUNITY ASSOCIATION CLUBHOUSE
RENTAL AGREEMENT & RESERVATION APPLICATION AND WAIVER
AGREEMENT

Clubhouse Conditions and Agreement

Additionally, I/we agree to the following: (Read and initial each item):

1. Use Fee. See schedule in Recreation Procedures of Rental Facilities. Fees are based on date of event and rental period. Facility reservation use fees are subject to change without notice. _____ (Initials)
2. I understand that only upon receipt of the refundable and nonrefundable deposit fee, the completed Clubhouse Rental & Reservation Application and Waiver Agreement, and the insurance binder, is the date for our facility use confirmed. _____ (Initials)
3. I understand that the private party must be contained within the Clubhouse, and that no other part of the recreation facilities including the pool and picnic areas can be reserved exclusively for this private party. _____ (Initials)
4. If the party at any time includes those attending (non-residents) using any other part of the recreation facilities other than the Clubhouse interior, I will forfeit my entire deposit and may be subject to violation fines or other charges to be determined by the Board of Directors. _____ (Initials)
5. Minors must be accompanied by adults, and supervised at all times. There must be a supervising adult for every 6 minors. _____ (Initials)
6. Smoking is NOT allowed within the Clubhouse facility. _____ (Initials)
7. Maximum capacity of recreation room is posted and must not exceed 91 persons. _____ (Initials)
8. Electronic amplification equipment may be used however speakers/music must be confined to the Clubhouse during the event. Noise should not be excessive or heard from outside the clubhouse, Please provide DJ/Band contact info on page 3. _____ (Initials)
9. NO tables or chairs from the pool area are permitted inside the Clubhouse facilities. Rental of the facilities does not include the use of any pool area furniture. _____ (Initials)
10. Clubhouse furniture will not be placed outdoors, at any time, under any circumstances. Violation can result in immediate forfeiture of deposit and resident will be subject to a special assessment.
11. All items; rentals, food, etc. will be picked up or removed from the Clubhouse the night of the event and all activities (including set-up, decorating, deliveries, cleaning, etc.) **pertaining to our rental are to take place on the scheduled day only.** _____ (Initials)

COTTONWOOD CANYON HILLS COMMUNITY ASSOCIATION
CLUBHOUSE RENTAL & RESERVATION APPLICATION AND WAIVER
AGREEMENT

Claim Waiver for Clubhouse Rental

_____ and _____

Being the joint owners (jointly and severally referred to as the "Owners") of the residence located at _____, Lake Elsinore, California, requests that the Cottonwood Canyon Hills Clubhouse be reserved for use by the Owners and approximately _____ of the owner's guests for the period of _____ a.m./p.m. to _____ a.m./p.m.

On the date of: _____

In consideration of such use of the Clubhouse, the Owners agree, acknowledge and waive claims as followed.

Responsibility of Owners: The Owners shall be responsible to compensate The Cottonwood Canyon Hills HOA for any damage caused by the Owners or by their guests to any Association owned property.

Member hereby releases, and promises to indemnify The Cottonwood Canyon Hills HOA and Pardee Homes harmless from any and all claims, demands, liabilities, and notions for damages (including the costs of defending against same) which may be sustained by Owners and/or Owner's guests, invitees, licensees, or others during the time Owner's use and occupancy of the premises.

HOMEOWNERS SIGNATURE _____

DATE: _____

Serving the Residents of Cottonwood Canyon Hills

COTTONWOOD CANYON HILLS COMMUNITY ASSOCIATION
31989 Hollyhock Street
Lake Elsinore, CA 92532
Phone: (800) 400-2284 ext. 519 Fax: (951) 246-2397

COTTONWOOD CANYON HILLS USAGE CHECKLIST

The Cottonwood Canyon Hills HOA is pleased to be able to allow all homeowners the use of the Clubhouse for social events. We ask that you treat the facility as if it were your own home, and leave it in the same clean condition as you found it.

These items must be completed immediately after the function, in order for the deposit check to be returned:

1. Trash taken to dumpster
2. Furniture replaced to proper setting.
3. Decorations removed – balloons, streamers, etc. (Nails, staples, tacks, or any device that would create repair work to be needed is strictly prohibited.)
4. Kitchen sink cleaned and counters wiped.
5. Items removed from refrigerator/freezer.
6. Microwave, stove, and/or oven cleaned – if used.
7. Floors vacuumed, swept, or mopped as necessary.
8. Tables wiped.
9. Doors closed and locked.
10. Windows closed and locked.
11. Report any damage to Management immediately.

The patrol company will contact Action Property Management Company after their inspection on the next business day after your function to ensure the Clubhouse was left in an acceptable manner. Thanks and have a great time!