

Andalusia Homeowners Association Recreation Center Reservation Form

Email completed form to mcano1107@gmail.com

Keys for clubhouse will not be provided until completed form and payment is received

**Contact Matt Cano, Center Manager*, with any questions
mcano1107@gmail.com, 408-893-2322**

****Note: The use of the Center is managed on a volunteer basis by an HOA board member/resident of Andalusia***

PLEASE COMPLETE THIS FORM TO RESERVE THE RECREATION CENTER (CENTER). PRIOR TO COMPLETING FORM, PLEASE CHECK THE COMMUNITY CALENDAR TO DETERMINE IF THE DATE YOU ARE REQUESTING IS AVAILABLE: [HTTPS://ANDALUSIA-HOA.ORG/COMMUNITY-CALENDAR/](https://andalusia-hoa.org/community-calendar/)

INFORMATION OF ADULT RESPONSIBLE FOR THE EVENT

Name: _____

Address (within Andalusia): _____

Phone #: _____

Email: _____

Owner or Renter? _____

Requested Date of Reservation: _____

Number of people expected (maximum 35): _____

Purpose of Reservation: _____

Expected hours of use: _____

Please read the following recreation center rules and guidelines. Consistent with the Andalusia HOA Handbook, the intent of these rules is to allow residents and their guests to utilize the Center, while still preserving each resident in the community's right of the quiet enjoyment of their home.

Violations of any of these rules may lead to a fine levied against your HOA account of at least \$50:

- **Fee:** The Center may be reserved for private functions by completing and returning this form along with a \$75 usage fee at least one week prior to the reservation date. The fee must be provided via check made out to "Andalusia HOA"
- **Parking:** Guests must only park in Guest spaces. Guests parking in numbered spaces will be subject to towing. If guest parking is not adequate, you are responsible for determining off-site parking options. Since Guest parking spaces are limited, car pooling should be encouraged.
- **Age:** The Center will not be rented to minors (anyone under the age of 21). The reservation must be made by an adult who will be responsible for the supervision of minors and who will be present in the Center throughout the duration of the function.
- **Hours & Noise:**
 - All events must end and all guests must leave at or before 9pm (unless those guests are involved in quiet cleanup as discussed below);
 - The Center is available Monday through Friday 8am until 9pm and Saturday and Sunday from 9am to 9pm. Quiet cleanup (with doors closed) can occur between 9-10pm;

- If there are no reservations the following day, you may wait until the following day to clean up, but must receive advance permission for this from the Center Manager.
- Please remember that **quiet hours** in the community are from 10pm in the evening until 8am the following morning.
- **Please be respectful** of the neighbors who live adjacent to the Center by keeping noise from your event to a moderate level.
- **Pool and Spa:** This reservation is for the Center only. Any use of the pool or spa area inside the gated fence by your guests during your event is **strictly prohibited**. The pool and spa area may not be reserved.
- **Decorations:** Decorations on the exterior of the Center are prohibited, and no decorations may be permanently affixed (i.e., nailed, drilled, etc..) to the interior walls of the Center. If tape is used, please make sure it is the type intended for use on painted walls. **NO PUSH PINS OR HOLES ON THE WALLS PLEASE.**
- **Cleaning:** After any function, you are responsible for returning the Center to the condition it was in before the function. This includes putting any garbage and debris into the appropriate containers, returning furniture to its original location, ensuring that lights, gas fireplace and heating or AC are turned off, and doors and windows are closed and locked. Bathrooms must be clean and doors closed and locked. Failure to do so may result in fines being imposed on the Owner's HOA account.
- **Waste and Recycling:** You must separate recyclables, garbage and food waste into the appropriate containers. THERE IS NO EXCEPTION TO THIS REQUIREMENT. Failure to adhere to this requirement will result in a fine. If the amount of garbage and/or recycling exceeds the available space then you must use your personal containers.
 - Clean recyclable materials (glass or plastic bottles, aluminum cans, paper or cardboard with no food residues) are to be placed in a plastic bag and put into the gray recycling container;
 - Food waste and food-contaminated containers are to be placed in a separate compostable bag and put into the green organics trash cans behind the Center. **DO NOT MIX FOOD WASTE WITH CLEAN RECYCLABLES.**
- **Center Key:** At the conclusion of your event, please place the key in the microwave.

I HAVE READ THE ABOVE AND AGREE TO THE CONDITIONS SET FORTH. I UNDERSTAND THAT VIOLATIONS OF ANY OF THE ABOVE CAN RESULT IN A FINE AGAINST MY HOA ACCOUNT (OR THE ACCOUNT OF MY UNIT OWNER IF I AM A RENTER) OF AT LEAST \$50 AND THAT ANY DAMAGE TO THE BUILDING WILL RESULT IN AN ASSESSMENT AGAINST MY UNIT (OR MY OWNER'S UNIT) TO COVER THE COSTS OF REPAIR OR REPLACEMENT.

Name (printed):

Date:

Name (signature):