

**SouthPark Homeowners Association  
Clubhouse Reservation Contract  
2801 West Long Drive**

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

Scheduled Time: \_\_\_\_\_ to \_\_\_\_\_

Homeowner/Sponsor: \_\_\_\_\_

Street Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Work #: \_\_\_\_\_

Active email address \_\_\_\_\_

Federal Tax Exempt # (Non-profit 501C3 groups only) \_\_\_\_\_

Scheduled Activity: \_\_\_\_\_

Alcohol to be used: Yes \_\_\_\_\_ No \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Security/damage deposit check: Put in self-addressed stamped envelope YES / NO

Acknowledgment and Agreement:

I, \_\_\_\_\_, hereby acknowledge receipt of the SouthPark Clubhouse rules and procedures and by my signature herewith agree to uphold and abide by all terms and conditions stated herein, including such penalties and/or forfeitures as may become applicable. Furthermore, I accept full responsibility for the actions of any and all guests attending this scheduled activity and do agree to indemnify, hold harmless and defend the SouthPark Homeowners Association, and its officers, directors, and agents against any and all claims, including all costs therefore, with related attorneys fees and other legal expenses for injury and damages arising out of or resulting from this scheduled activity except to the extent that such injury or damage is caused by physical defects in the existing facility.

\_\_\_\_\_  
Signature Date

**You will be contacted several days before your event to submit this signed contract and checks and pick up the clubhouse key. Please do not mail contract/checks to the homeowners association.**

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**Use by and For**

1. The clubhouse and its facilities are for the use exclusively by adult homeowners and their invited guests for pleasure or business. The sponsoring homeowner's dues must be current at the time reservations are made. The sponsoring homeowner must be present at all times during the activity.
2. The clubhouse may be reserved for a regularly scheduled activity or class. The sponsoring homeowner signs a reservation contract and provides the specified security/damage deposit to be retained by the clubhouse coordinator until the end of the activity period. Such deposit, must be in the form of a check and must be renewed yearly.
3. The clubhouse facility may be used by any SouthPark sponsored activity (i.e. "Social kids", Swim Team activities, Christmas Party, Summer Barbeque) or HOA board and committee meeting at no rental charge. There will be no security deposit required for these events.
4. Non-profit groups that are sponsored by a SouthPark resident and that relate to a tax-exempt 501C3 organization (foundation or charitable organization) may use the clubhouse for activities and meetings at no rental charge after supplying the clubhouse coordinator with a valid Federal Tax Exempt number. A security deposit is required for all rentals by non-profit groups. The deposit for on-going non-profit groups will be deposited/escrowed and reissued at the end of the season.
5. Non-profit groups may be bumped from any single scheduled event if and when a profit event is scheduled a minimum of two weeks in advance. A contribution to the support/maintenance of the clubhouse is requested from the non-profit groups.

**Rules and Behavior**

1. The sponsoring homeowner must chaperone any minors while in the clubhouse. There must be at least one adult present at all times for every ten- (10) persons under the age of 21.
2. The sponsoring homeowner will be responsible for any damage to the clubhouse, its contents, or the surrounding area arising out of or resulting from the scheduled activity.
3. No more than 49 allowed people at any time due to fire code regulations
4. Animals are not allowed in the clubhouse at any time.
5. No amplified music will be permitted in the clubhouse after 10:00 p.m.
6. Persons using the clubhouse are expected to conduct themselves within the bounds of good decorum at all times. The Littleton Police Dept. will be happy to assist with any unruly or unwelcome guests at the clubhouse or the immediate vicinity during the scheduled activity.
7. Alcoholic beverages are permitted at the clubhouse however; the sponsoring homeowner is fully responsible for monitoring the consumption of alcohol by his or her guests.
8. No red colored beverages are allowed in the clubhouse because of the staining potential.
9. No tobacco products are allowed in the clubhouse or surrounding area at anytime.
10. The sponsoring homeowner will be responsible for the behavior and actions of guests, including those who leave a clubhouse activity after consuming alcoholic beverages at the sponsored activity.
11. This contract pertains to clubhouse use only. No pool use without prior approval from pool party coordinator (see newsletter). The pool and deck are closed from Labor Day to Memorial Day.

**Inspection and Clean-up**

1. A walk-through inspection prior to scheduled use of the clubhouse is requested (and is suggested). Any pre-existing damages or other irregularities should be brought to the attention of the clubhouse coordinator by completing the Renters Checklist. Any severe damage must be reported to the coordinator prior to use of the facility.

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**Inspection and Clean-up ---continued**

2. The sponsoring homeowner is responsible for cleaning the clubhouse and the adjacent grounds immediately after the scheduled use. Use the Renters Checklist as a guide to properly clean the clubhouse. Return key and the Renters Checklist to on site lockbox immediately following function.
3. The Clubhouse Coordinators will complete a walk-through inspection following the scheduled activity. Providing no damage has occurred and the clubhouse and surrounding area is clean and secured satisfactorily, the security deposit will be returned in full. If the clubhouse coordinators must vacuum the carpet or mop the kitchen floor or sweep out the entry or clean the bathroom mirrors and counters or take out the trash a minimum of ten dollars (\$10.00) will be deducted from the deposit check. If additional cleaning must be done or damages repaired, the cost of such work shall be deducted from that deposit. Any remedial costs in excess of the deposit will be charged against the sponsoring homeowners' dues account.

**Procedures and Fees:**

1. Advance reservations are required for any use of the clubhouse, through the clubhouse coordinator by calling **303-738-0534, mailbox 1** and leaving a message. The coordinator will return calls promptly.
2. The clubhouse rental fee is \$30.00 up to 4 hours and \$50 over 4 hours. Payment must be made at an arranged time when clubhouse key is picked up. Checks must be payable to "SouthPark Homeowners Association". Keys can be picked up no more than one week before the scheduled event.
3. A security/damage deposit of \$200.00 is required with each rental (excluding SouthPark sponsored activities). The security deposit is payable to "SouthPark Homeowners Association" and must be in form of check. After completion of a walk-through by coordinators and there is no damage or cleaning problems, the security deposit will be returned in full. The security deposit can be
  - a) Destroyed after event if stamped self-addressed envelope is not supplied with signed contract.
  - b) Mailed within one week after scheduled event if stamped self-addressed envelope is supplied.
4. The cancellation policy/fee is to be 50% of the rental fee if the clubhouse chairman is not given five days notice. For Non-profits 10% of the rental fee is forfeited.
5. When making a reservation, the sponsoring homeowner must identify:
  - a) The purpose or nature of the scheduled activity
  - b) Approximate number of people
  - c) Whether or not alcoholic beverages will be served
6. The sponsoring homeowner must pick up clubhouse key in person – the time must be scheduled with the clubhouse coordinator. The key may be picked up no more than one week in advance of scheduled event. At which time he or she must:
  - a) Pay rental fee in full and provide the required security/damage deposit.
  - c) Sign and date the written contract as acknowledgement of the clubhouse rules & procedures
  - d) Take Renters Check List
7. Use of the clubhouse may be cancelled or terminated by Clubhouse committee or any director of the Association upon reasonable evidence of a rules violation or substantial misrepresentation with the reservation.
8. Violation of rules and procedures may result in forfeiture of the security/damage deposit and/or suspension of the sponsoring homeowner's privileges (including use of the clubhouse, swimming pool and/or tennis courts) for up to one year, as determined by the Board of Directors.