



# Loma Vista

## AMENITY CENTER RESERVATION FORM

The Amenity Center at Loma Vista is available for reserved use on a first come first serve basis. **The rental fee is \$300.00, plus a \$400.00 deposit. Rental Fee and Security deposit must be turned in separately via two separate money orders. Both, rental fee and deposit money orders must be turned in to lock in the reservation date.** Reservation of the Amenity Center includes the main recreation room, the coffee bar, and the bathrooms located near the break room, for social functions by the residents of Loma Vista. Events must be over and building locked by 9 pm, Sunday through Thursday and 10 pm on Fridays and Saturdays. **The amenity center will not be available for reservations during office business hours (Monday, Wednesday, Thursday and Friday 9:00am to 6:00pm, Tuesdays 9:00am to 7:00pm, Saturday 10:00am to 5:00pm).** Reservations for the Amenity Center do not include the use of the game room, conference room, TVs, audio equipment, office supplies, computers, printers, indoor or outdoor fireplace and/or the splash pad. **If any of the above is used, you will forfeit your \$400 deposit.** If you wish to reserve the Amenity Center, please fill out this form and return it to for approval to a Loma Vista community representative. Be sure to pick up the Community Room entry FOB key the day prior to the event at the Loma Vista amenity center. Reservations are not available on holidays, holiday weekends or when a Loma Vista organized resident event is scheduled. **\*\*Reservation dates will not be available until 30 days prior to the date you are requesting to reserve.**

**TOTAL NUMBER OF TABLES AVAILABLE: 2 ROUND TABLES AND 6 SMALL SQUARE TABLES**

**TOTAL NUMBER OF CHAIRS AVAILABLE: 30 FOLDING CHAIRS – 20 ADDITIONAL CHAIRS**

RESIDENT NAME: \_\_\_\_\_

RESIDENT LOT NUMBER: \_\_\_\_\_

RESIDENT ADDRESS: \_\_\_\_\_

RESIDENT PHONE NUMBER: \_\_\_\_\_

RESIDENT EMAIL: \_\_\_\_\_

DATE RESERVATION REQUEST RECEIVED: \_\_\_\_\_

DATE REQUESTED FOR EVENT: \_\_\_\_\_

EVENT START TIME: \_\_\_\_\_

EVENT END TIME: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

NUMBER OF PEOPLE EXPECTED TO ATTEND:

ADULTS: \_\_\_\_\_ CHILDREN: \_\_\_\_\_

RESIDENT CURRENT ON LEASE PAYMENTS: \_\_\_\_\_ YES \_\_\_\_\_ NO

RESIDENT CURRENT ON UTILITY PAYMENTS: \_\_\_\_\_ YES \_\_\_\_\_ NO

**IF APPROVED**, RESIDENT AGREES TO PAY A \$400 SECURITY DEPOSIT AND ABIDE BY ALL RULES GOVERNING THE USE OF THE COMMUNITY ROOM. RULES FOR USE OF THE COMMUNITY ROOM ARE ATTACHED.

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## LOMA VISTA COMMUNITY ROOM RULES OF USE

By completing the Reservation Form, making the Security Deposit, and signing below, the Residents reserving the Community Room agree to the following:

1. The total attendance of the event **will not exceed 50 people**. This includes both adults and children.

INITIALS: \_\_\_\_\_

2. Minors under the age of 18 will be under the supervision of a parent, guardian, or other adult at all times whether they are inside or outside of the Community Room.

INITIALS: \_\_\_\_\_

3. The Community Room, bathrooms near the break room and Coffee Bar area will be clean for your event. Please return them in the same condition after your event. A \$350 cleaning fee will be charged if this rule is not followed. Residents are to provide their own cleaning supplies.

INITIALS: \_\_\_\_\_

4. Residents are to remove all decorations, including tape, and make sure all tables and chairs have been wiped clean. A \$5 charge per table and chair will be assessed if this rule is not followed.

INITIALS: \_\_\_\_\_

5. Residents are to provide their own dishes, plates, forks, spoons, knives cups, food warmers, trash bags and serving utensils. Our amenity center is not equipped with a stove or ventilation for cooking to take place inside the building.

INITIALS: \_\_\_\_\_

6. Residents are to use trash bags for all trash. Trash bags from the event will have to be removed and disposed of at your own expense. A \$25 Trash Fee will be charged per trash bag left behind if your event does not follow this rule.

**INITIALS:** \_\_\_\_\_

7. Residents can use ladders for decorating at the residents' own risk. (We do not supply the ladders) Please do not stand on tables, chairs, or furniture for decoration. Besides being unsafe, Residents will be billed for any damage caused.

**INITIALS:** \_\_\_\_\_

8. The following items are not to be used while decorating duct tape, packing tape, glues, nails, pins, staples, or thumbtacks. Damage caused by using any of these items will be billed to Residents.

**INITIALS:** \_\_\_\_\_

9. Residents are to make sure all the doors are secured and locked after their event. A \$50 fee will be charged for not locking all doors properly to the Community Room.

**INITIALS:** \_\_\_\_\_

10. Smoking is prohibited inside the Amenity Center or within 20 feet of any door opening into the Amenity Center. If cigarette butts are found on the grounds after your event, you will be charged a \$50 Clean-Up Fee.

**INITIALS:** \_\_\_\_\_

11. All Loma Vista property, decorations, fixtures and furniture must be returned to their original position and be in their original condition after your event. A \$100 Set-Up fee will be charged if this rule is not followed.

**INITIALS:** \_\_\_\_\_

12. The Amenity Center will be inspected by a Loma Vista staff member no later than the next business day after the reservation date to ensure compliance with all the Rules of Use.

**INITIALS:** \_\_\_\_\_

13. Decorating may be done but any damage incurred as a result of those decorations will be billed to the Resident. Damages will be billed at repair or replacement cost.

**INITIALS:** \_\_\_\_\_

14. The Community Room is inventoried prior to your use. If any items are missing, the Residents using the facilities will be billed for them.

**INITIALS:** \_\_\_\_\_

15. Items including furniture, TV's, coffee bar appliances, break room appliances, decorations, etc. that are broken or damaged by Residents or their guests during the event will be billed to the Residents.

**INITIALS:** \_\_\_\_\_

16. There is a \$25 minimum charge for any rule broken that does not already include a fine amount.

**INITIALS:** \_\_\_\_\_

**17. ALCOHOL AND ALCOHOL USE IS PROHIBITED ON THE PREMISES. FAILURE TO ABIDE BY THIS REULE WILL RESULT IN FORFITING YOUR \$400 DEPOSIT.**

**INITIALS:** \_\_\_\_\_

18. NO bouncy houses are allowed on the premises.

**INITIALS:** \_\_\_\_\_

19. Live Bands are prohibited in the amenity center and in the premises.

**INITIALS:** \_\_\_\_\_

20. DJs are permitted with a small set up that does not required high voltage use and music cannot be audible at a distance in excess of 20 feet from the amenity center. DJs will not have access to set up prior to the time the amenity center is reserved for and full set up must be removed by the time the event is scheduled to end. Any damages to the electric lines, outlets or breakers will be deducted from the security deposit.

**INITIALS:** \_\_\_\_\_

**21. Parking for the Loma Vista Amenity Center is located outside of the building. If any guests park along the side of the street they will be parking at their own risk. Parking on the grass is prohibited. Towing in the community is enforced starting at 11:00 pm daily.** \*Residents of Loma Vista who are not part of your event can park in the amenity center and make use of the playground, Splash pad or outdoor seating area while your event is taking place.

**INITIALS:** \_\_\_\_\_

22. The following conduct or actions are strictly prohibited by the Owner and Management:

- a. Possession, use, sale, or other distribution of any drug or other controlled substance. The use, possession, sale, or other distribution of which is regulated by or prohibited by any applicable law.
- b. Lewd or immoral conduct of any type.
- c. Rowdiness, brawling, or fighting.
- d. Use of profane or abusive language, or engaging in any conduct, which would reasonably be expected to provoke a violent act.
- e. Gambling.

**INITIALS:** \_\_\_\_\_

23. Neither the Owner nor Management of the property assumes any responsibilities for damage to or loss of any property of the resident or of any of the resident's guests in, at or related to the resident's rental of the Community Room.

**INITIALS:** \_\_\_\_\_

**PLEASE NOTE THAT A LOMA VISTA STAFF MEMBER WILL BE PRESENT DURING SCHEDULED EVENTS.**

Residents requesting use of the Community Room agree to pay a security deposit for damages in the amount of \$400.00 to the Community Manager. The Security Deposit will be returned within 72 hours upon the conclusion of the event, provided that all of the above conditions are met. Some or all money may be forfeited, and additional money may be charged to satisfy the above requirements. Residents understand that they are responsible for all actions of their guests. If any damages or fines are charged to towards the security deposit, it will take no more than 5 business days to return the remaining amount of the deposit to the resident. Any additional damages that are not covered by the security deposit exceeding the \$400.00 will be added to your resident account and must be paid within 24 hours of the event.

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Community Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Date Event Approved: \_\_\_\_\_

Date Rental Fee (\$300) Received: \_\_\_\_\_

Date Security Deposit (\$400) Received: \_\_\_\_\_

Date Deposit Returned: \_\_\_\_\_

Notes on Condition of Community Room After Event:

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