

**RIVERWIND HOMEOWNERS ASSOCIATION INC.
RULES AND REGULATIONS**

**CLUBHOUSE COMPLEX
RHOA CLUBHOUSE COMPLEX RESERVATION AGREEMENT**

This agreement is found on the [website](#).

Reservations are taken by the Scheduler or designee on a first-come, first-serve basis.

Reservations are confirmed only after the agreement has been signed by the resident and co-signed by the Scheduler or designee. This excludes existing recurring scheduled events which are open to all residents. Please be sure to include in your request Total Time Reserved, sufficient set-up, and clean-up time for your event. The RHOA is not liable for any alcohol use by the hosting resident signing this agreement.

Building reserved: Main Clubhouse____ Small Clubhouse____ Game Room____

Date of event ____ to ____

Time to appear on Calendar: _____ to _____

Number of people attending this event need to be within Fire Marshall limits.

Main Clubhouse: table & chairs 72, chairs only 154, standing 216.

Small Clubhouse: table & chairs 22, chairs only 48, standing 66.

Game Room: 24 persons.

Responsible resident hosting this event: _____

Resident's address: _____

Resident's phone number: _____ email address _____

Signature of resident: _____ Date: _____

(By signing this agreement, you agree to the Clubhouse Complex Cleanup Procedures and Rules as outlined).

Signature of Scheduler: _____ Date: _____

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**CLUBHOUSE COMPLEX (cont.)
CLUBHOUSE COMPLEX CLEANUP PROCEDURES**

1. Cleanup must occur on the day of the event.
2. Wash any dishes, glassware, utensils and coffee pots used.
3. Make sure all appliances are turned off (i.e. oven, coffee pots, etc.).
4. Tables and chairs need to be returned to original locations.
5. Refrigerator/Freezer: Remove all food, beverages and bagged ice after an event.
6. Take home used towels, washcloths and tablecloths. They need to be washed and returned as soon as possible.
7. The grill(s) must be cleaned if used.
8. Check restrooms and remove all trash.
9. Take home all garbage and recyclables (bags located under sink).
10. Floors: Brooms and mops are in the closet in the kitchen.
11. Sweep floors to remove any debris.
12. Spot clean or mop kitchen floor as needed.
13. Run vacuum and apply spot cleaner on carpet (Small clubhouse/Game room), if needed.
14. Return the thermostat to seasonal settings (summer 72°, winter 68°).
15. Turn out the lights.
16. Close and lock all windows and doors.

Thank you for keeping our Clubhouse Complex clean.