



## Clubhouse Reservation Request Form

Resident ("Host") Name(s): \_\_\_\_\_ Unit#: \_\_\_\_\_

Host Phone: \_\_\_\_\_ Host Email: \_\_\_\_\_

Describe Event: \_\_\_\_\_ Number of guests: \_\_\_\_\_

Event Reservation Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

### Terms and Conditions of Clubhouse Use and Certification of Agreement

1. The Clubhouse area is intended to serve as a social area for homeowners and their guests only. Standing or regular reservations are not permitted. Host (owner and/or resident) must sign this reservation form and pay the deposit by check. CASH IS NOT ACCEPTED. Reservations for multiple days in a row are not permitted.
2. No business, political, religious, or commercial activities may be held in the Clubhouse.
3. No event will be held earlier than 7 a.m. nor concluded later than 10 p.m.
4. To assure the continued tranquility of the community, consideration should be given with regard to noise levels.
5. The Clubhouse must be left in the same condition as before the event for the damage and cleaning deposit to be refunded in full.
6. A Clubhouse reservation does NOT include access to the pool area or grill area by any event attendees. Attendees are restricted to the Clubhouse and the upper porch. Failure to remain in this area may result in forfeiture of the deposit.
7. Neither glass nor ceramic containers nor any material similarly breakable are permitted outside of Clubhouse.
8. All children must be properly supervised at all times. No animals, birds, pets, etc. are permitted inside the pool gate. Neither bicycles of any kind nor Segway's are permitted beyond entering through the pool gate; nor may they be attached to the fencing.
9. The Clubhouse is maintained on a weekly basis. If any problems are found, contact the Community Manager at Associated Property Management (480-941-1077) before using the facility, to avoid a deduction from the deposit.
10. Host must notify event attendees of the limited availability of parking in front of the Clubhouse, and advise attendees to use guest parking spaces on the property so residents have space to park near the Clubhouse. Parking is allowed ONLY in designated spaces. On-street and double-parking are NOT permitted. Cars violating parking rules may be towed.
11. A resident (host) reserving the Clubhouse shall post outside the Clubhouse door one (1) day prior to the event a notice stating the date and hours when the Clubhouse will be used.
12. The \$25 rental fee plus a \$300 refundable damage and cleaning deposit are required. Return this form and two (2) personal checks (\$25 & \$300) payable to Tesoro at Grayhawk Condominium Association, % Denny Batchik, Associated Property Management, 3260 E. Indian School Road, Phoenix, AZ 85018 at least 14 days before the reservation date. All checks will be deposited immediately.
13. Associated Property Management or its representative will inspect the premises the morning after the function. If the checklist has been satisfactorily completed, the host's refund check will be mailed within 2 weeks. Facility damage will result in partial or total loss of the deposit, in addition to any other expenses the Association incurs for such damage.
14. Host certifies that the Condominium Association is released from any and all liability for damages or injuries if any form of alcohol is served during an event in the Clubhouse. Alcohol is not permitted outside of the Clubhouse interior.
15. Host certifies the above information regarding the type of event and number of people attending is accurate.
16. Host has read and fully understands the terms of this document and policies set forth above, and by signing this document, host agrees to adhere to all policies and rules regarding the use of the facilities. Further, host understands that failure to do so will result in the forfeiture of some or all of the deposit monies.
17. Host agrees to indemnify, defend, and hold harmless the Tesoro at Grayhawk Condominium Association and its governing board, officers, or representatives from liability for the injury or death of any person(s) and damage to property caused, in whole or in part, by the act of omission of either himself or herself or host's guests while using the facility, regardless of whether it is caused in part by a party indemnified thereunto. Host further understands Tesoro's governing documents and any observed violation(s) will automatically result in the entire forfeiture of host's deposit.

\_\_\_\_\_  
Signature of Host (Owner/Resident)

\_\_\_\_\_  
Date

Tesoro at Grayhawk – Pre-event Clubhouse Checklist  
*Managing agent representative completes*

AGENT: \_\_\_\_\_ Date: \_\_\_\_\_

Assigned Passcard #: \_\_\_\_\_

1. \_\_\_\_\_ appliances in working order
2. \_\_\_\_\_ carpet, table tops & flooring clean
3. \_\_\_\_\_ furniture clean
4. \_\_\_\_\_ windows/doors in good order

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Tesoro at Grayhawk – Post-event Clubhouse Checklist  
*Event Host (Owner, Resident) completes*

Host Name: \_\_\_\_\_ Unit #: \_\_\_\_\_ Phone: \_\_\_\_\_

Please initial each item after it has been verified, then return to: Associated Property Management, 3260 E. Indian School Road, Phoenix, AZ 85018-1058.

1. \_\_\_\_\_ vacuum carpet, mop floor & clean all surfaces
2. \_\_\_\_\_ ensure the garbage disposal is cleared of food
3. \_\_\_\_\_ clean oven & range (if used) and make sure they are turned off
4. \_\_\_\_\_ remove food/beverage/ice from the refrigerator
5. \_\_\_\_\_ remove all trash from the premises; use of outside trash bins is not permitted
6. \_\_\_\_\_ turn off all lights and fans; and close all blinds
7. \_\_\_\_\_ check all areas for garbage or party debris
8. \_\_\_\_\_ ensure BOTH doors are closed when you leave
9. \_\_\_\_\_ report any incidents, broken furniture, malfunctioning appliances
10. \_\_\_\_\_ return the key card to Associated Property Management representative

\_\_\_\_\_  
Signature of Host (Owner/Tenant)

\_\_\_\_\_  
Date