

# GLENNBROOKE

## Clubhouse Reservation Request Form

The undersigned requests permission to use the Glennbrooke Homeowners Association, Inc., Clubhouse. The undersigned is an owner or a tenant (whose owner is in good standing) of real property in Glennbrooke. A non-refundable user fee of **\$125.00** is required for all private parties. The fee covers all utilities during event and professional cleaning after the event.

The Clubhouse is not officially reserved until Regency Multifamily Services receives the reservation fee.

A Check-Out inspection will be completed with cleaning company and/or Regency Multifamily Services, after the event. If additional cleaning is necessary or any damage occurs during the reserved event, **the undersigned will be held liable for the cost of replacement/repair or clean-up.** There will be no user fee for Glennbrooke Home Owners Association sponsored events.

**Rules.** The undersigned agrees to abide by the Glennbrooke Homeowners Association rules and policies for the Clubhouse, and Pool. Those rules are attached and incorporated in this Agreement. and require a signature for each paper.

**Alcohol.** The undersigned further agrees that all alcohol use will remain within the limit of local and state law. The undersigned agrees to be fully responsible for all accidents or claims that may arise as a result of any accident, injury, or damage to person or property during the time that the undersigned has the Clubhouse reserved.

**Hold harmless and indemnification.** The undersigned hereby releases and shall hold harmless and indemnify Regency Multifamily Services, LLC., Glennbrooke Homeowners Association property owners, Officers, Directors, Developers and the employees, contractors, agents, affiliates, and related entities thereof for all claims, attorneys fees, and other costs or liabilities incurred by or asserted against any of the foregoing as a result of use of the Glennbrooke Clubhouse by owner or owner's tenants or guests. The undersigned further acknowledges that Regency Multifamily Services and Glennbrooke HOA are not responsible for scheduling conflicts or situations that could result in the clubhouse not being available for a scheduled event, as there are certain unforeseen circumstances we cannot control.

**Alabama host/liquor laws.** The undersigned understands that under Alabama law, a host of any social event or business function where alcoholic beverages are served may be personally liable for any property damage, personal injuries, or loss of life resulting in whole or in part from the host's negligence in allowing any intoxicated guest or attendee to be served alcohol. Such liability may include harm to the intoxicated individual himself and also harm to total strangers involved in automobile accidents, etc. caused by that intoxicated individual.

**Condition of Clubhouse before and after.** If at the beginning of the event the Clubhouse does not meet the Check-In Condition column attached to this agreement, please note what items are damaged or dirty on the Check-In Condition Sheet.

Check out inspection time will be done by the contracted cleaning crew and/or Regency Multifamily.

**The Resident/Tenant need not be present for the Check-out inspection however, the 'On the Spot' corrections will not apply and the Resident/Tenant may be assessed charges for soiled, damaged, or missing items without representation.** The same Condition report will be the ONLY acceptable standard for Check-Out. Any discrepancies beyond the Check-In condition will be corrected on the spot or immediately be assessed for cost to the undersigned.

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1. **Fee.** Each Glennbrooke owner reserving the Glennbrooke Clubhouse will sign a usage agreement and release prior to reserving the Clubhouse. If a tenant in Glennbrooke reserves the Clubhouse, **the owner and the tenant must both sign the required user agreement and release.**
2. **Alcoholic beverages.** If alcoholic beverages are to be served, I understand and agree that I must provide a Certificate of Insurance to Glennbrooke HOA at my sole expense naming Glennbrooke HOA, its members, managers, employees, and agents as additional insured covering any liability that might arise from provision or use of alcoholic beverages on premises. The Certificate of Insurance shall provide liability coverage in amounts acceptable to Glennbrooke HOA but in any case, not less than \$500,000.00. It is also acceptable to provide proof of your Homeowners Personal Liability policy if the policy covers the same liability as previously mentioned.  
Alcoholic beverages may **not be SOLD under any circumstances** and cannot be served to minors or intoxicated persons. Under Alabama law, a host of any social event or business function where alcoholic beverages are served may be personally liable for any property damage, personal injuries, or loss of life resulting in whole or in part from the host's negligence in allowing any intoxicated guest or attendee to be served alcohol. Such liability may include harm to the intoxicated individual himself and also harm to total strangers involved in automobile accidents, etc. caused by that intoxicated individual.
3. **Smoking.** No smoking is permitted within the clubhouse at any time.
4. **Assessments current.** The Clubhouse is not available for reservation or usage to any owner if the Glennbrooke owner assessments and other sums due the Association by the owner are not current.
5. **Owner as host.** Only owners, immediate family members of owners, or tenants may reserve the Clubhouse. All children of 18 years and younger must be accompanied by an adult chaperone age 25 or older at all times during the event. The Glennbrooke owner or tenant must be **present at all times** at the function for which the Clubhouse is reserved and must be the primary host of the event.  
**Owners or tenants may not reserve the area on behalf of a third party.**
6. **Pool.** The pool area may not be reserved for exclusive use. It is for the use and enjoyment of all owners and guests and has its own hours of operation and will be available for the use of other tenants and owners during the reserved time period.
7. **Music.** Music, and/or any other noise, must be kept at a level that cannot be heard in the surrounding homes in the area, or cause a disturbance to owners and guests at the swimming pool. The user of the clubhouse will be responsible for seeing that there are no loud noises from the guests either coming to or leaving the function at the clubhouse.
8. **Decorations.** Do not hang anything from ceiling or attach to interior walls, windows and doors.
9. **Clean up of Clubhouse.** The Glennbrooke homeowner, who reserves the clubhouse, will be responsible for taking any items that were brought and if items are left; the cleaning crew will dispose of left items. The Glennbrooke owner or tenant must include completed Check-in form and turn in key to a designated person and/or Regency Multifamily Services. Following the event, the clubhouse will be inspected by the cleaning company and/or Regency Multifamily Services. **There will be no additional charge over the \$125.00 fee unless the cleaning is excessive or damages occur.**
10. **Damage.** The Glennbrooke homeowner will be responsible for the repair or replacement of any damage done to the Clubhouse, or its furniture, equipment, or window coverings. It is understood that a Member of the Board of Directors of the Glennbrooke Homeowners Association, Inc., or a person designated by the Board, may inspect the Clubhouse including furniture, window coverings, equipment and the area surrounding the Clubhouse, before and after use by the undersigned. Any items not in good condition will be repaired or replaced as necessary. If there is damage to the

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Clubhouse, the damage will be assessed by a licensed professional designated by a Member of the Board of Directors and repaired or replaced. **The undersigned agrees to pay for any repairs or replacement, and if it is not promptly paid, the Glennbrooke Homeowners Association, Inc. shall have a lien against the Lot owned by owner for payment of same, which lien may be collected in same manner as annual assessments.**

11. **Key return.** The key for the clubhouse will be dropped off to a designated person or returned to Regency Multifamily Services by the next morning after a function at the clubhouse. Failure to return the key within 24 hours after the end of the function may result in a \$25.00 key assessment.

12. **Assumption of risk.** The Glennbrooke owner will assume full responsibility for any and all accidents or claims that may arise as a result of any accident or for any other reason in connection with the function or usage of the Clubhouse by the owner and said owner shall agree to the hold harmless and indemnity provisions contained in the User Agreement to which these rules are attached.

13. **Heat/AC.** Heat and/or air conditioning thermostat should be left on 55 in winter and 82 in summer. The lights are to be turned off by the Glennbrooke owner or tenant when the function is over.

14. **Lock doors.** The Glennbrooke owner or tenant will lock the doors when the function is over.

15. **City codes.** All applicable city and fire codes apply.

16. **Occupancy limit.** No more guests than the fire code permits are allowed at any function.

17. **No lifeguard at pool.** Use of the pool is at owner and guest risk. **NO LIFEGUARDS ARE PROVIDED BY GLENNBROOKE.**

18. **Violation.** Violations of these rules will be determined by the Board in their sole discretion. Violations will subject the owner to any corrective or enforcement action authorized by the Association's governing documents or by law and penalties may include without limitation the loss of use rights for the Clubhouse for one year.

19. **Late usage.** In addition to the user fee, an additional \$25.00 user fee per ½ hour fee may be assessed to the reserving homeowner if the clubhouse is not vacated by the end of the time block.

21. **Hours.** All functions must end by 10:00 p.m. on weeknights and by 12:00 a.m. on Friday or Saturday nights.

Signature: \_\_\_\_\_

Printed: \_\_\_\_\_

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Glennbrooke Clubhouse

Check sheet for the **day of the event, mail or email back to me after event**

## Check-In

### Kitchen/Foyer/Main Room

- \_\_\_\_\_ Sink and countertops clean \_\_\_\_\_
- \_\_\_\_\_ Microwave empty and clean \_\_\_\_\_
- \_\_\_\_\_ Refrigerator and freezer empty and clean \_\_\_\_\_
- \_\_\_\_\_ Trash removed (new bag in place) \_\_\_\_\_
- \_\_\_\_\_ Coffee pots clean and unplugged \_\_\_\_\_
- \_\_\_\_\_ Stove/oven clean (inside and out) \_\_\_\_\_
- \_\_\_\_\_ No tape on ceilings or walls \_\_\_\_\_
- \_\_\_\_\_ Chairs – inside Clubhouse, no damage \_\_\_\_\_
- \_\_\_\_\_ Tables – inside Clubhouse, no damage \_\_\_\_\_
- \_\_\_\_\_ Furniture in position in which it was found \_\_\_\_\_
- \_\_\_\_\_ Upholstery (cushions) free of stain/debris \_\_\_\_\_
- \_\_\_\_\_ Furniture frames free of nicks, scratches \_\_\_\_\_

### Bathrooms

- \_\_\_\_\_ Toilet facilities clean (inside and out) \_\_\_\_\_
- \_\_\_\_\_ Vanities/mirrors clean \_\_\_\_\_
- \_\_\_\_\_ Floor clean \_\_\_\_\_
- \_\_\_\_\_ Trash removed (new bag in place) \_\_\_\_\_

### General

- \_\_\_\_\_ All walls, painted surfaces and ceiling fans are in good repair (no damage) \_\_\_\_\_
- \_\_\_\_\_ Leave trash bags neatly tied inside Clubhouse; the trash cans in the lot are for pool use only \_\_\_\_\_
- \_\_\_\_\_ No personal items are in Clubhouse \_\_\_\_\_
- \_\_\_\_\_ Thermostat 55 in winter/ 82 in summer \_\_\_\_\_
- \_\_\_\_\_ Turn off lights and fans \_\_\_\_\_
- \_\_\_\_\_ Lock all doors \_\_\_\_\_
- \_\_\_\_\_ All Holiday Décor is undamaged and in place \_\_\_\_\_

Please inform the Regency Multifamily Services of any repair needs (e.g. light bulb replacement, table or chair problems, etc.)

I checked and noted the condition of the Clubhouse at Check-In time. Date \_\_\_\_\_, Time \_\_\_\_\_

I understand that if the condition of the Clubhouse, at Check-Out time, is excessively dirty or damaged I will be responsible for additional charges. **Initial** \_\_\_\_\_

**Address of Home Owned or Leased in Glennbrooke** \_\_\_\_\_

If reservation holder is an **Owner(s)** of Property please print your and sign your name below.

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone Number and Email: # \_\_\_\_\_ Email: \_\_\_\_\_

If reservation holder is a **Tenant** of Property, please print and sign your name below and **have property owner to sign**.

Print: \_\_\_\_\_ Print: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

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Please return this form with your payment to reserve the clubroom

Regency Multifamily Services  
P.O. Box 311132  
Enterprise, Al. 36331

Today's date: \_\_\_\_\_

Phone: 334-308-0049, Email: [kteal@regencymultifamily.com](mailto:kteal@regencymultifamily.com)

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Homeowners Name: \_\_\_\_\_

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

Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: Start: \_\_\_\_\_ End: \_\_\_\_\_

After payment is received, you will receive an email confirmation of your reservation.

You will be contacted with instructions to pick up keys by Regency Multifamily Services closer to your event date.

## TO BE COMPLETED BY REGENCY:

Reservation recorded	Payment posted	Keys scheduled P/U	Confirmed w/owner

\$125.00 Fee received: Date \_\_\_\_\_ Form of payment: \_\_\_\_\_ REC'D By: \_\_\_\_\_

Your reservation is subject to all terms of the "Clubhouse, Reservation Request Form"

**\*\*Failure to complete the form completely and pay the fee may delay your reservation\*\***

**\*\*Please contact the office at 334-308-0049 to cancel your reservation\*\***

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