

Colonia Encantada Clubhouse Reservation and Refund Policy

Only a Colonia Encantada homeowner may reserve the clubhouse, which is only available for social use. Reservations may be made at any time. Applications are submitted to the Clubhouse Chairperson. Consult the master calendar at the gatehouse for available dates. Clubhouse use may, in some circumstances, require a fee deposit. See **Clubhouse Fee Structure**. Either the Chairperson or a committee member along with the homeowner inspects the facility before and after the event, signing and dating the checklist form. Homeowner participation in inspections is required. The homeowner must be present for the duration of the event and is accountable for his or her guests and any damage. There are no exceptions. A maximum capacity of 80 persons will be enforced for all functions due to fire safety regulations of the City of Scottsdale.

Social use of the clubhouse is defined as those functions which do not involve the selling of a product or service, is not a business, organization, professional, commercial or religious use of the facility. There are no fees paid by participants nor are sales transactions taking place at the time of the use or after. The clubhouse is not to be used by a group in lieu of renting a facility to conduct its business. [CCRs, Art.III, Sect.1] In addition to parties held by homeowners for social purposes (birthday parties, family and holiday celebrations, baby or wedding showers, TV viewing parties), examples of social use also include bridge groups, book clubs, investment clubs.

Area Use

The clubhouse rental does **not** include use of the pool or tennis courts, however these facilities may be used if not interfering with their use by homeowners. Tennis courts are reserved for tennis matches separately at the gatehouse. Appropriate tennis shoes must be worn on the courts at all times. Rules of use for tennis courts, swimming pool and spa must be observed. Clubhouse rental does not include use of the exercise room.

Clubhouse Fee Structure

Small Group (20 or fewer) and no kitchen use = No deposit fee

Small Group (20 or fewer) and use of kitchen = \$50 refundable deposit

Large Group (greater than 20) and no use of kitchen = \$50 refundable deposit

Large Group (greater than 20) and use of kitchen = \$50 refundable deposit **and \$50 non-refundable use fee**

The use fee is **not** a cleaning fee. In all instances, the homeowner is responsible for leaving the clubhouse, bathrooms and kitchen in a condition such that the facility may be used by another homeowner within 24 hours. If the Association deems it necessary to use its contractor for cleaning services, an additional 25% surcharge will be added to the total cleaning expense and billed to the homeowner.

COLONIA ENCANTADA
Clubhouse Reservation Application

Please return this application along with your deposit check made payable to "Colonia Encantada HOA" to the Clubhouse Committee Chairperson. Please read the Clubhouse Reservation and Refund Policy including the Clubhouse Use Fees.

Homeowner Name: _____ Villa No: _____

Contact Phone: _____

Requested Date of Use (mm/dd/yy) _____ Day of Week _____

Time: From _____ To _____ No. of Guests: _____

Nature of Event: _____

Signature(s) of Applicant(s): _____

Date: _____

****Clubhouse key may be picked up and returned at the gatehouse.**

Clubhouse Use Rules & Regulations

- Only homeowners in good standing may reserve the clubhouse.
- Use for religious, organization or business purposes is prohibited.
- Homeowners must be in attendance throughout the event.
- Homeowners are responsible for the conduct of guests and the condition of HOA common areas and property as they relate to their event.
- Capacity limited by City of Scottsdale Codes - 80 guests.
- NO SMOKING is permitted in the Clubhouse.
- Loud noises of any kind are discouraged.
- Furniture, if moved, must be replaced where it was found.
- Furniture is NOT to be removed from the Clubhouse.
- Pool area and ramada furniture, if moved, must be replaced where found.
- Clubhouse MUST be left in a clean & orderly condition (vacuum finished).
- Trash receptacles (black) are located behind the clubhouse. The pink receptacles are for recyclable trash.
- Clubhouse MUST BE CLOSED and locked by midnight.
- Please, no wet bathing suits or wet feet in the Clubhouse.
- No food, beverages or paper goods are to be left in the storage closet, refrigerator or kitchen cabinets. Storage is for HOA events only.

I have read the above and agree to abide by these and all Colonia Encantada HOA Rules and Regulations relating to Clubhouse use. I understand I am liable for any damage that may be incurred as a result of my function. For this reason, I will be present at both the pre- and post-inspection of the Clubhouse.

Signature _____

Clubhouse Pre- and Post- Event Inspection* Checklist
***Homeowner Participation in Inspections Required**

Homeowner Name: _____ Villa No: _____

Contact Phone: _____

Event: _____ Date of Event: _____

Pre-event Inspection by: _____
HOA Representative Signature

Homeowner Signature

Date

Post-event Inspection by: _____
HOA Representative Signature

Homeowner Signature

Date

Area	Before	After	Area	Before	After
Floors			Cooktop/Oven		
Walls			Refrigerator		
Area Rug			Cabinets		
Furniture			Sink/Counters		
Fireplace			Men's Bathroom		
Pool Area			Women's Bathroom		
Trash			Tennis Courts/Ramada		

Comments:

Deposit refund approved by: _____ Date: _____

CEclubhouse policy/application/inspection checklist. Approved 2/6/2019