

Glenstone Village Clubhouse Reservation Form

The Association takes pride in presenting our residents with a beautiful Clubhouse in which to relax with neighbors, friends, and guests. These rules and regulations are established by the board to permit any resident of Glenstone Village to reserve and enjoy the use of the Clubhouse without infringement upon the privileges of other residents and their guests. It is available for being reserved by residents only for non-profit parties or meetings.

The reserved date and hours must be posted on the calendar located on the bulletin board outside the exercise room along with appropriate required fee and forms sent to our property manager.

Glenstone Village Clubhouse Rules and Regulations for Reservations:

The reserving resident must follow the rules outlined below:

- A. When reserving the clubhouse for any dates, the Reservation Fee will be \$100. (*Rate increased by board 6/2022*).
- B. Reservations are granted on a first request basis. *These funds will be kept in reserve for future Clubhouse improvements.*
- C. Residents reserving the Clubhouse must be in attendance for the entire activity.
- D. Must provide your own paper products.
- E. No smoking allowed in the Clubhouse or the grounds surrounding the Clubhouse.
- F. Guests are **NOT** permitted to use the pool or exercise room.
- G. Parking spaces at the Clubhouse and street parking may be used. Guests are not to park in resident's driveways.
- H. No loud noises (e.g., live, amplified music), profanity, or offensive behavior is allowed.
- I. No animals are permitted in the Clubhouse. (Exception of service pets).
- J. Clubhouse is not to be used for outside business meetings or any other commercial use.
- K. No more than 50 guests are allowed at one time.
- L. Ensure that guests leave in a manner that does not disturb other residents.
- M. Leave the Clubhouse in a clean and original condition (i.e., trash removal, dishes, vacuuming, cleaning of restrooms, etc.). The cost of any labor for returning the Clubhouse to its original condition will be charged to the resident reserving the Clubhouse.
- N. Close and secure the premises when vacating the Clubhouse. (See detailed checklist in the kitchen on the refrigerator and in the folder left for the resident with the reservation.) All activities must end by 1:00 AM on Friday or Saturday nights and 11:00 PM on all other nights.
- O. Please be certain the large advertising sign provided for events is **NOT** placed at the front entrance of Glenstone. You may use the sign to be placed in front of the Clubhouse only, and it must be brought back into the Clubhouse and cleared of letters at the end of your reservation.
- P. No resident can make advance reservation for the Clubhouse on a weekend (Friday, Saturday, Sunday) more than three (3) times during a calendar year. There is no limit to the number of times a resident may make advanced reservation for use of the Clubhouse on weekdays (Monday – Thursday). The HOA shall **NOT** be responsible for any articles, personal or otherwise, which are lost, stolen, or missed by a resident or guest.
- Q. Do not remove pictures from the Clubhouse walls. Only table decorations are allowed. No hanging items from the ceiling fans or walls/blinds.
- R. Reservation Forms are available on the Clubhouse bulletin board or on our website www.3305glenstone.com

Glenstone Resident:

Please keep the page above of our rules for reserving the Clubhouse so you remember what you are agreeing to when reserving the Clubhouse.

Send in **THIS** page with your signature and money.



I have read the above rules and agree to abide by them. I fully understand that any cost incurred, or penalties assessed by Glenstone Village for using the facilities will be charged to me.

Reservation Fee Required: \$100.00

Checks should be made to Glenstone Village Association along with reservation form and mailed to:

Glenstone Village
c/o Management Solutions
PO Box 42517
Urbandale, Iowa 50323

Name: _____ Unit: _____ Phone: _____

Date of Reservation Request: _____

Hours of Reservation: _____ AM or PM to _____ AM or PM

This includes set up and clean up time.

Resident's Signature: _____ Date: _____