

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. Reservation Forms are available on the Clubhouse bulletin board or on our website www.3305glenstone.com

The reserved NAME, DATE, AND HOURS must FIRST be posted on the calendar located on the bulletin board outside the exercise room along with the appropriate fee required and form sent to our property manager within two weeks after it is posted. If payment is not received within the two weeks, the date will again be available.

Glenstone Village Clubhouse Rules and Regulations for Reservations:

The reserving resident must follow the rules outlined below:

- A. When reserving the clubhouse, the Reservation Fee is \$100. *(Rate changed 6/2022).*
- B. Reservations are granted on a first request basis.
- C. Clubhouse is not to be used for outside business meetings or any other commercial use.
- D. 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.
- E. Residents reserving the Clubhouse must be in attendance for the **ENTIRE** activity.
- F. Parking spaces at the Clubhouse and street parking may be used. Only park on one side of the street. Guests are not to park in other resident's driveways.
- G. Please be certain the large advertising sign provided for events is **NOT** placed at the front entrance of Glenstone. Place the sign in front of the Clubhouse only, Bring the sign back into the Clubhouse and clear the letters at the end of your reservation.
- H. No more than 50 guests are allowed at one time.
- I. No animals are permitted in the Clubhouse. (Exception of service pets).
- J. No smoking allowed in the Clubhouse or the grounds surrounding the Clubhouse.
- K. Guests are **NOT** permitted to enter or use the pool, library, or exercise room. There is a coat closet for coats.
- L. Guests are not permitted to stroll around the Glenstone ponds or fish in the Glenstone ponds.
- M. Lift the furniture when rearranging. Put the furniture back in original spots (see map, page 2).
- N. Must provide your own food, drink, and paper products.
- O. No loud noises (e.g., live, amplified music), profanity, or offensive behavior is allowed.
- P. Leave the Clubhouse in a clean and original condition (i.e., trash removal, dishes, vacuuming, cleaning of restrooms, etc.). Follow the steps on the Check-Off List that is left for the resident reserving the Clubhouse and also located on the refrigerator. The cost of any labor for returning the Clubhouse to its original condition will be charged to the resident reserving the Clubhouse.
- Q. Close and secure the premises when vacating the Clubhouse. (See detailed Check-Off List). All activities must end by 1:00 AM on Friday or Saturday nights and 11:00 PM on all other nights.
- R. Only table decorations are allowed. NO hanging items (such as balloons, streamers, etc.) from the ceiling fans or walls/blinds and NO party Confetti (poppers, metallic foil, glitter dots, etc.) are allowed inside or outside the Clubhouse. Do not remove pictures from the Clubhouse walls.
- S. Ensure that guests leave in a manner that do not disturb other residents.

DECORATIVE

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SQUARE
TABLE

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LONG
BROWN
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**GLENSTONE VILLAGE
CLUBHOUSE MAP**

LONG BLACK
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SQUAE
TABLE

SQUAE
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SQUAE
TABLE

SQUAE
TABLE

KITCHEN

LONG BROWN
TABLE

ROUND
TABLE

EAST

Glenstone Village Resident:

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

Send **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: _____