

4 Seasons Ranch
Clubhouse Reservation Request

Name _____

Address (in 4 Seasons Ranch) _____

Home Phone _____ Cell Phone _____

Email address _____

Date Requested _____ Time Key is needed _____ AM PM

Event Start Time _____ AM PM Event End Time _____ AM PM

Estimated attendance (# of people) _____

Alcoholic beverages available (Yes or No) _____ If yes complete the following:

Homeowner's Insurance Carrier: _____

Policy #: _____

Personal Liability Limits: _____

If hiring a third party vendor/concessionaire request evidence of insurance including liquor liability and additional insured status to Four Seasons Ranch Maintenance Board. This must be included with this reservation request form. Your reservation will not be confirmed until it is received. Ranch sanctioned events open to the general membership are exempt from this insurance requirement.

Event purpose: _____

Notes:

1. Your reservation is not confirmed until we receive your \$100 cleaning deposit check.
2. You are required to be in attendance at all times during your function.
3. You agree to abide by the "4 Seasons Ranch Clubhouse Member Use Policy" supplied to you with this reservation request form.

Signed _____ Date _____

Questions? Call Sarah Lewis at (360) 421-9526 or email sburke1984@gmail.com

4 SEASONS RANCH CLUBHOUSE MEMBER USE POLICY

The Clubhouse is a centerpiece in the 4 Seasons Ranch. Homeowners in good standing may use the clubhouse for personal events. They may also reserve the clubhouse for a group or organization of which they are a member provided they are in attendance throughout the function. Members using the clubhouse themselves, or sponsoring an organization for the use of the clubhouse, will be financially responsible for damages to the premises or contents therein caused by themselves or their guests. They are also legally responsible for the behavior of minor children and guests in attendance.

RESERVATIONS: Reservations are made with the Board member responsible for the clubhouse, or the representative appointed by the Board. Please check the 4SR roster cover for the name, phone number, or email address.

YOUR RESPONSIBILITY: Our clubhouse is a valuable amenity owned by our community. The Board of Trustees has established rules to ensure that it is maintained to a high standard. **That means that when you are ready to use it you will find it clean and neat. After your function, you are expected to return it in the same condition for the next user.** A \$100 refundable cleaning deposit is required when you make your reservation. The deposit must be paid by check or money order. Reservations are not confirmed until the deposit has been paid. The deposit will be refunded after your event, provided the clubhouse and facilities are left clean, neat, and that all items on the checklist are completed by the agreed upon time. All or part of your deposit may be forfeited to the Ranch if cleaning is incomplete or insufficient. The forfeited amount is subject to the discretion of the Board of Trustees.

PLEASE NOTE THE FOLLOWING CLUBHOUSE RULES:

Hours for your function will be determined at the time of reservation. Overnight and late-night activities are not allowed.

Furniture may not be removed or borrowed from the clubhouse under any circumstances. Pictures on the walls may not be moved or removed.

The pool and/or golf course are not included in clubhouse reservations unless specifically approved by the Four Seasons Ranch Board in advance of your function.

Holiday events planned for the entire membership will be scheduled on the calendar at least 30 days before the holiday. Holidays are: Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve. If no events are scheduled for the entire membership by 30 days before the holiday, the clubhouse will be available for reservation by individual members on those dates.

Sales events such as garage and estate sales are not allowed at the clubhouse

The barbecue has its own rules. If you use it you will be expected to abide by those rules.

Occupancy of the clubhouse is subject to limits established by the Fire Dept. Users must adhere to the occupancy limit posted in the clubhouse. Smoking in the clubhouse is prohibited.

Alcoholic beverages are not permitted in the clubhouse facilities unless the reserving member provides proof of "Liability Insurance" protecting the Ranch in an amount deemed sufficient by the Board. Such proof must be provided at the time of reservation and be approved by the clubhouse Board liaison. Third party concessionaires or vendors are required to provide evidence of insurance including liquor liability and additional insured status for 4 Seasons Ranch. Ranch sanctioned events open to the general membership are exempt from this requirement.

REMINDER: Our community is managed by volunteers who help maintain community property and keep Ranch maintenance fees reasonable. Please recognize that they freely give their time to make Four Seasons Ranch a great place to live and play. You can make their job easier by following these and other Ranch Rules that have been established to protect the entire community. Safeguard your cleaning deposit by meticulously adhering to the cleaning checklist provided to you with the clubhouse key.

4SR CLUBHOUSE CLEANING SUPPLIES AND INSTRUCTIONS

SURFACES

Use dish soap and washcloth to clean the counters and appliances. These are stored under the sink.

FLOOR

All floor cleaning supplies are kept in the closet straight in front of the entry door inside the men's restroom. Do not use cleaning materials or other supplies from any other closets as they can damage the floor.

DRY DUSTING/SWEEPING THE CLUBHOUSE FLOOR

Use the large blue dusting mop or the white dusting mop that attaches with Velcro to the special handle; or use the broom and dustpan.

WET MOPPING THE CLUBHOUSE FLOOR

Use the mop pads we provide that attach to the mop handle with Velcro. Use clean water, or the special floor cleaner in the spray bottle, to lightly dampen the floor before mopping. **DO NOT USE ANY OTHER CLEANING PRODUCT ON THE FLOOR FINISH.** Please regularly rinse the wet mop during cleaning to avoid smearing the floor.

WINDOWS

There is special window cleaner under the kitchen sink to clean handprints and smudges off the glass doors and windows. Use the cloth towels stored with the cleaner to wipe the glass. Do **NOT** use paper towels.

**TAKE THIS LIST WITH YOU TO CLUBHOUSE AT TIME OF USE!
CHECK OFF EACH ITEM AND RETURN THE COMPLETED LIST WITH THE CLUBHOUSE KEY.**

- Check that the fireplace damper is open before setting a fire. Ensure any fire you light in the fireplace is completely out. Leave damper open overnight after putting a fire out.
- Wash dishes and coffee pot and return to their proper storage places.
- Remove all food and food scraps from the premises, including from the refrigerator and freezer.
- Wipe clean all tables, counter surfaces, and the sink.
- If used, clean the refrigerator, freezer, microwave, stove and oven.
- Unplug or turn off all electrical appliances. Do not unplug the stove, refrigerator or microwave.
- Neatly place extra chairs in the chair storage shed and carefully latch the doors. Do not place items other than chairs and card tables in the chair storage shed.
- Rectangular tables do not go in the shed. Carefully stack them along the wall inside the clubhouse.
- Check restrooms for cleanliness, left articles, etc. Clean restrooms as needed. Verify that restroom heater settings have not been changed. Turn off restroom lights. Do not lock the restrooms.
- Check outside areas and parking lot. Pick up trash and place in outside trash can.
- If you used horseshoes, be sure they are clean and return them to the cleaning supplies closet.
- If you used the barbecue grill be sure it is clean. Turn off gas and remove your tank.
- Verify that all sliding clubhouse doors are closed and latched.
- Make sure any trash is moved to the outside cans. Secure the lids on the cans.
- Sweep and damp mop the floor of the clubhouse. (See "Clubhouse Cleaning Supplies Instructions")
- Spot clean windows and sliding door glasses as needed. There should be no hands prints on glass.
- Check the clubhouse thermostat. In summer, set to lowest setting. In winter, set to 50 degrees.
- Be sure lights are off and the main clubhouse door is locked.
- Be sure the parking lot entry door is latched when you leave.

Final step: You are expected to return the clubhouse to the community in the same or better condition than it was when you first borrowed it. Please check everything one more time. If could save you from forfeiting your cleaning deposit.

Member's Name _____ **Phone** _____ **Date of use** _____