



**Peaceful Valley Country Club
Clubhouse Use Agreement**

Lot Owner's Name: _____ Lot # _____ Div.# _____

Address: _____

Mailing Address: (if different from above) _____

Phone #: _____ Email: _____

Description of Event: _____ Estimated # of People: _____

Date Requested: _____ Start Time: _____ End Time: _____

A 48-hour notice of cancellation is required so that others may use the building if requested. This form must be signed and presented to the office no less than 7 days prior to your event. A \$50 deposit for Peaceful Valley residents must accompany this form to reserve the date of the event.

Signature: _____ Date: _____

----- **For Official Use** -----

Building Deposit (\$50.00): CASH // CHECK // OTHER _____ Date Received: _____

Building condition following event: _____

Deposit Refunded?: YES // NO _____ Date Refunded: _____

If not refunded, why?

Building Manager's Signature: _____ Date: _____



Rules for Events Held at the PVCC Clubhouse

1. The Clubhouse at PVCC is available to all residents in good financial standing. You may not rent the Clubhouse for a PVCC member who is not in good standing with PVCC.
2. The rental Clubhouse Use Contract and a \$50.00 incidental deposit for PVCC members must be in the PVCC office seven (7) days prior to the scheduled event. The deposit will be returned, less any expenses incurred as a result of your event, within 14 days of your event.
3. A 48-hour notice of cancellation is required or your deposit may be forfeited.
4. NO fires are permitted in the fireplace at any time.
5. NO alcohol will be served to minors on the premises.
6. If any permit is required for your event (sound, food, alcohol etc), you are responsible for securing them in advance and properly displaying them.
7. Any excessively messy party favors (silly string, glitter, bubbles, etc.) that leave behind stains or damage the Clubhouse will result in forfeiture of the security deposit.
8. Cleaning and restoring the entire building and kitchen is your responsibility. Please wipe down all counters, wash, dry and put away all dishes in their proper places, and clean any appliances you use. Sweep, mop, and vacuum all floors. Please remove any decorations you may have put up. **Failure to restore the clubhouse cleanliness will result in forfeiture of deposit and can result in removal of building use privileges.**
9. One large garbage bag will be provided for any trash your event creates, any garbage beyond the capacity of the large bag must be taken with you.
10. Cell phone reception in this area is extremely limited. An emergency-only phone is located on the kitchen counter.
11. If your event includes minors, please have adequate adult supervision at all times.
12. **Any additional cleaning or damages that occur during your event are your responsibility. Any charges over and above your damage deposit will be billed to you and payment is expected within ten (10) days. In addition, excessive damage can result in removal of building use privileges.**
13. All events should be kept under control and the noise level must be within the limits of County regulations.
14. The Clubhouse must be secured when your event is over. All windows and doors must be closed and locked. **Failure to secure the building will result in a forfeiture of your security deposit and can result in removal of building use privileges.**

By signing below I consent that I have read, understand, and hereby agree to all the terms stated above.

Signature:

Date:



Event Closing Form

Name: _____

Date: _____

Number of attendees: _____

Spaces used:

- Upstairs (kitchen)
- Upstairs (other)
- Downstairs meeting room

Closer:

- PVCC representative (Name: _____)
- Self close (event code or remote arm/disarm)
 - Key returned to lockbox
 - Hex-key returned to drawer

Comments/Suggestions/Questions:

In case of questions, call: _____

In case of emergencies, call: **911**

Please complete the cleaning check-list on the opposite side of this form.





Cleaning Checklist, per area used:

Upstairs - kitchen: *All cleaning items will be left on the desk outside of the meeting room for your use.*

- Clean all surfaces if used (*counter, stove, microwave, sinks etc.*)
- Sweep the floor/swiffer-mop if necessary
- Bag and deposit trash in the bin (*bin is located outside main door*)

Upstairs: *All cleaning items will be left on the desk outside of the meeting room for your use.*

- Return all chairs and tables to the designated storage area (*wipe them down if needed*)
- Tidy the space:
 - Return toys to the kids corner
 - Books to shelves
 - All gaming supplies to the game area (*ping pong paddles/balls, air hockey pucks/paddles etc.*)
- Sweep the floor/swiffer-mop if necessary
- Vacuum floor and stairs if necessary

Downstairs Meeting Room: *Vacuum is located beside the meeting room door.*

- Return tables and chairs to designated area for monthly meetings
- Return all chairs and tables that you use to the designated storage area
- Return remote to the television table
- Vacuum the carpet
- Return blinds to the down position and close all curtains

Entrance Area: *Vacuum and cleaning supplies are located beside the meeting room.*

- Vacuum concrete area and/or stairs
- Bag and deposit garbage into the garbage can outside the front door, only 1 large black bag of trash is permitted, anything more will need to be removed with you and taken home.

Clubhouse: *The building must be secured.*

- Return all cleaning supplies and vacuum to their designated area.
- Turn off all lights except the last 2 on the switch by the front door.
- Lock all windows and doors.
- Return the hex key to the drawer by the front door
- Return the key to the lock box.
- Secure building with alarm.

For Office Use Only

Verified by: _____

Deposit returned on: _____

If not returned, reason: _____
