



## Club Room Reservation Request & Agreement

**Reservations will be granted on a first-come first-serve basis, provided the unit owners will be given priority over the non unit owners.**

Reserving Owner's Name:	_____	Unit #:	_____	Date:	_____
Reserving Resident Telephone:	_____	Name of Organization Hosted:	_____		
Date Requested	_____	Start Time	_____	End Time:	_____
Number of Guests:	_____	*Purpose of Reservation:	_____		

***THE POOL IS AVAILABLE FOR ALL RESIDENTS AND CANNOT BE RESERVED.  
CLUB ROOM RESERVATIONS ARE RESTRICTED TO CONDOMINIUM OWNERS ONLY***

1. Cityview Condominium Association, Inc. (CVHOA) residents, in good standing, are invited to reserve and enjoy the Club Room.
2. The reserving resident (Host) must be present throughout the event, and must chaperon persons under the age of 18.
3. The local fire ordinances limits attendees to (80) persons. Any fine levied against CVHOA will be the responsibility of the Host.
4. Persons under 21 years of age are not allowed to consume alcoholic beverages on the premises.
5. The Club Room is available until 2:00 a.m, but after 11:00 p.m. all doors and windows must be closed and music turned down and contained within the Club Room.
6. The Club Room is for the use of residents and their guests and may not be used for “open to the public” commercial events. Any community or fund raising events must be approval by the CVHOA.
7. Parking is limited to the public parking area and any vehicles in violation may be towed at owner’s expense.
8. Hosts are responsible for the actions and behavior of all persons present at or related to the function.
9. Doors and windows should remain closed whenever the heating or air conditioning is in use. Host will not change, or permit the thermostat to be changed, from its current setting.
10. Host is responsible for leaving the facilities in a neat, clean and damage free manner. This applies to furniture (in original position), counters, microwave, refrigerator and floors which shall be left clean; restrooms shall be left clean; all party items, food and drink shall be removed; all trash and debris must be bagged and placed in the trash room; all lights should be turned off. A charge will be levied to cover all costs to remedy any deviations from the above.
11. The following items are prohibited: fireworks; confetti, rice or glitter; mounting of any decoration upon walls, furnishings, windows or doors without prior approval of CVHOA; tobacco products or smoking; pets (except working animals); candles (except on cakes); any activity deemed as hazardous.
12. A Three Hundred Fifty Dollar (\$350.00) security deposit is required with the Reservation Request and Agreement. The deposit will be held until after the rental date and inspection for damages and cleanliness of the Club Room is completed. The deposit will be promptly returned provided there are no violations of the above, or of the By-Laws or Rules and Regulations.
13. A key to the supply closet is available from the Property Managers office the business day prior to the reservation. Supply closet contains the ice maker and minimal cleaning supplies for the cleanup. Key must be returned to Property Manager the next business day after reservation.

Host agrees to indemnify and hold harmless CVHOA, from claim, including alcohol consumption, arising out of the utilization of the facility pursuant to this agreement. Host agrees to reimburse CVHOA for any damages. CVHOA assumes no liability to Host or guest for any malfunction or interference which prevents, or limits Host’s use of the facilities and is not liable for any loss or damage to any personal property.

Thank you for supporting CityView.

**I have read, and agree to adhere to all of the above**

Host Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed form to: [dewayne@RealtyResourceSystems.com](mailto:dewayne@RealtyResourceSystems.com)

Mail \$350 Deposit to, Realty Resource Systems, ATTN Dewayne Topping, PO Box 51767, Knoxville, TN 37950



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**For Office Use Only**

<b>Approval for Reservation</b>	Yes _____	No _____		
<b>Approval for Fundraiser</b>	Yes _____	No _____	Signature of Authorized CVHOA Representative	Date

**Post Reservation Inspection Checklist (attach additional sheet if necessary)**

Area	OK	Damaged / Missing	Unclean	Charge
<b>Kitchen Area:</b>				
Sink, countertops and cabinets	_____	_____	_____	\$ _____
Microwave, Fridge, Dishwasher	_____	_____	_____	\$ _____
Stainless Steel Trash Cans (2)	_____	_____	_____	\$ _____
Floor	_____	_____	_____	\$ _____
Bar Stools (3); Vase (1)	_____	_____	_____	\$ _____
Sailing Picture (1)	_____	_____	_____	\$ _____
<b>Storage Closet:</b>				
Key Returned	_____	_____	_____	\$ _____
Ice Maker	_____	_____	_____	\$ _____
Cleaning supplies	_____	_____	_____	\$ _____
Vacuum Cleaner, Broom, Dust Pan	_____	_____	_____	\$ _____
<b>Restrooms:</b>				
Sink, toilet, mirrors	_____	_____	_____	\$ _____
Soap, towel & toilet tissue dispensers	_____	_____	_____	\$ _____
Floor & Stainless Steel Trash Can	_____	_____	_____	\$ _____
Pictures: Women's (2) Flower; Men's (2) Landscape	_____	_____	_____	\$ _____
<b>Main Club Room:</b>				
Floor, Doors & other glass	_____	_____	_____	\$ _____
Drapes; ceiling fans (5)	_____	_____	_____	\$ _____
Pool Table & Accessories	_____	_____	_____	\$ _____
Television, remote & entertainment center w/ 2 glass bowls	_____	_____	_____	\$ _____
High Round Table & 3 bar stools	_____	_____	_____	\$ _____
Card Tables (2) & Chairs (8)	_____	_____	_____	\$ _____
Couch with 3 throw pillows	_____	_____	_____	\$ _____

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Chairs (2) with throw pillows (2)	_____	_____	_____	\$ _____
Glass coffee table w/metal decoration	_____	_____	_____	\$ _____
Plants (2)	_____	_____	_____	\$ _____
Pictures: (1) Bicycle, (2) Chess, (3) Sailing	_____	_____	_____	\$ _____
Bamboo, sunburst mirror wall art	_____	_____	_____	\$ _____
Side table w/ candle decoration	_____	_____	_____	\$ _____
<b>Hallway</b>				
Floor, plant, side table w/ candy dish, (4) small abstract paintings	_____	_____	_____	\$ _____
<b>Stairwell Area</b>				
Floor, door & glass	_____	_____	_____	\$ _____
Side Table, Chair, plant, circular mirrored wall art	_____	_____	_____	\$ _____
<b>Adjacent Areas:</b>				
Pool	_____	_____	_____	\$ _____
Hallways	_____	_____	_____	\$ _____
General Building Areas – if caused by reservation	_____	_____	_____	\$ _____

Other Issues or Notes from Courtesy Officer or Property Coordinator during party (if applicable)	
#	Issue/Note
_____	_____
_____	_____
_____	_____
_____	_____

**CVHOA Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Resident Signature (if Present):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Security Deposit Settlement	
Deposit held by CVHOA	\$ _____ Date Refunded _____
Deductions from above	\$ _____
Amount to be refunded	\$ _____ Check # _____

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