



Courtyard 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 Name:	_____	Unit #:	_____	Date:	_____
Reserving Owner Telephone:	_____	Name of organization hosted:	_____		
Date Requested:	_____	Start Time:	_____	End Time:	_____
Number of Guests:	_____	*Purpose of Reservation:	_____		

COURTYARD RESERVATIONS ARE RESTRICTED TO CONDOMINIUM OWNERS ONLY

1. Cityview Condominium Association, Inc. (CVHOA) residents, in good standing, are invited to reserve and enjoy the Courtyard.
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 **(100)** 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 Courtyard is available until 10:00 p.m.
6. The Courtyard 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 approved 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. Host is responsible for leaving the facilities in a neat, clean and damage free manner. This applies to furniture (returned to original position), closing umbrellas on courtyard tables, cleaning grills and around grill areas if grills were used, and covering grills; leaving restrooms clean; removing all party items, food and drink; and all trash and debris must be bagged and placed in the trash room. A charge will be levied to cover all costs to remedy any deviations from the above.
9. 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; candles (except on cakes); and any activity deemed as hazardous. All pets must be leashed and kept under control at all times. Any pet waste that may occur must be properly disposed of in the pet waste stations on the East and West sides of the building on the sidewalks.
10. 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 Courtyard 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.

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

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



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For Office Use Only				
Approval for Reservation	Yes _____	No _____		
Approval for Fundraiser	Yes _____	No _____	Signature of Authorized CVHOA Representative	Date

Post Reservation Inspection Checklist (attach additional sheet if necessary)						
Area	OK		Damaged / Missing		Unclean	Charge
Grilling Area:						
Grill(s)						\$
Grills clean and covered						\$
Trash removed						\$
Other						\$
Furniture and Tables:						
Furniture returned to original positions						\$
Cushions returned to original positions						\$
Umbrellas closed						\$
Other						\$
Restrooms:						
Sink, toilet, mirrors						\$
Soap, towel & toilet tissue dispensers						\$
Floor & Stainless Steel Trash Can						\$
Pictures: Women's (2) Flower; Men's (2) Landscape						\$

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

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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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