

Reservation Guidelines & Procedures for the Clubhouse

Guidelines:

- Reservation of clubhouse only, no reservation of pool is permitted
- Hours available to schedule are 8:00 a.m. to midnight.
- First person to sign up is allowed use of the clubhouse for time period indicated.
- 40 person maximum.
- Reservations by West Arden residents or lot owners only.
- Cleaning of clubhouse area is required when your function is complete.
- Paper products and cleaning supplies are not supplied. Must bring your own supplies.
- Please bag and remove trash, sweep area, wipe tabletops and seats, check/pick up bathrooms, clean kitchen area, and remove all food items.
- A \$40.00 minimum cleaning fee is applicable if not cleaned properly after an event.
- The clubhouse will be inspected within 24 hours after each event.
- The party host will be notified within an additional 24 hours if the \$40 cleaning fee is required.
- Park only in designated parking spaces. No parking in grassy areas or along the streets will be permitted.
- Smoking not permitted
- Alcohol is not permitted in the clubhouse at any time.
- Be sure to lock up after the event.

Procedure:

To reserve the clubhouse, use the contact form at www.westarden.com. Provide the following information concerning your requested reservation:

Name

Address or Lot Number

Phone Number

Date of Function

Time of Function

Please do not finalize your plans or communicate them to others until you have received a confirmation email. A "Clubhouse Reserved" sign will need to be posted on the day of your function, as early as possible. Remove the sign when your function is complete.

Thank you,
West Arden HOA