



2016/2017 Request for Use of the Clubhouse

CONTACT INFORMATION	
Resident Name:	
Resident Address:	
Resident e-mail address:	
Resident Cell Phone:	
EVENT INFORMATION:	
Desired Date:	
Desired Time: (4 Hour Limit Applies)	
Purpose of Event:	
Approximate Number of People:	
Will food & drink be served?	
Special requirements (list...)	
Please complete this form. Scan a copy of it and e-mail to: farmwellprez@yahoo.com	
<p>Your request must be made at least 2 weeks (14 days) prior to the date of the scheduled event. Sorry, but we cannot make exceptions to this rule!</p> <p>Availability is on a first come, first served basis.</p> <p>You will be contacted by e-mail.</p>	



Use of Clubhouse Form

I, the undersigned, acknowledge receipt of the keys to the Farmwell Hunt Clubhouse for use on a designated date.

At the completion of use, I will return the keys to a representative of the Farmwell Hunt Board of Directors. Additionally, I will complete all items on the Clubhouse Inspection Checklist and understand that the failure to successfully complete all items on the checklist to the satisfaction of the HOA representative will result in the forfeiture of my deposit of **\$275.00** for proper cleanup of the facility. Additional charges will apply if during the inspection other items are found damaged.

Name	
Address	
Phone Contact	
E-Mail Address	
Date & Time of Use	
Signature	



Clubhouse Review

Homeowner: Upon the completion of your use of the clubhouse, complete this checklist and sign it. Return it along with the key to the clubhouse to the representative of the HOA. Thank you.

	Checklist Item	Homeowner: Initial Each item	HOA Review
1. <input type="checkbox"/>	All trash has been bagged and removed from the clubhouse interior and placed in the trash receptacles on the south side of the clubhouse.		
2. <input type="checkbox"/>	All food and beverages used from the event have been removed from the clubhouse refrigerator and freezer. (Only items remaining should be those marked for HOA use only.)		
3. <input type="checkbox"/>	Clubhouse sofas and large tables been returned to their original positions.		
4. <input type="checkbox"/>	All folding chairs have been properly returned to their storage positions in the closets.		
5. <input type="checkbox"/>	Kitchen countertops are cleaned.		
6. <input type="checkbox"/>	The floor has been vacuumed clean and left free of all crumbs, paper, and all other debris.		
7. <input type="checkbox"/>	All window blinds have been restored back to their original settings, and all windows are closed shut.		
8. <input type="checkbox"/>	All furniture and furnishings are in their original condition and have not been damaged.		
9. <input type="checkbox"/>	The front door of the clubhouse has been locked, and I have verified that all other side doors are closed.		
10. <input type="checkbox"/>	This inspection checklist has been completed and signed; the key and the checklist have been returned to the appropriate HOA representative.		



X

By signing this inspection list, I affirm that all of the above items have been completed. An inspection of the clubhouse will follow. I understand that if any of these items are found incomplete, my deposit of \$275 will be forfeited.