

PROVIDENCE SWIM CLUB
RESERVATION GENERAL INFORMATION
“Kitchenette”

TO MAKE A RESERVATION FOR A DESIRED FUNCTION:

CONTACT THE ON-SITE MANAGER TO DETERMINE THE AVAILABILITY OF THE “KITCHENETTE” PRIOR TO RETURNING FORMS AND PAYMENTS.

(Contact information on providenceofmtjuliet.org)

THE ON-SITE MANAGER WILL CONFIRM A TENTATIVE DATE AND TIME FOR THE FUNCTION.

THEN:

- FILL OUT AND SIGN THE PROVIDENCE SWIM CLUB RESERVATION AGREEMENT “Kitchenette”.
- FILL OUT AND SIGN THE PROVIDENCE SWIM CLUB RESERVATION REQUEST “Kitchenette”.
- RETURN THE FORM(S) WITH THE **PAYMENT INCLUDED** VIA ONE OF THE FOLLOWING:
 - THE DROP BOX AT THE ON-SITE MANAGERS OFFICE:
 - (Lower box located on main gate - Swim Club) or
 - US MAIL TO:
 - Providence HOA, Attn: On-Site Manager
555 Providence Trail, Mt Juliet TN 37122
- MAKE PERSONAL COPIES OF ALL SUBMITTED PAPERWORK AS NEEDED.
- YOU WILL RECEIVE COMMUNICATION CONCERNING APPROVAL.

EFFECTIVE BEGINNING: March 1, 2018

**PROVIDENCE SWIM CLUB
RESERVATION AGREEMENT
“Kitchenette”**

1. FEE / DEPOSIT (submitted by Providence Resident when reservation request is filed)

- Use Fee for group of 1-49 **\$50.00 (non-refundable)**
Note: Providence Home Owner Association Social Committee events are exempt from the 49-person limit.
- Use deposit **\$300.00 (fully/partially/non) refundable**
(fully-voided check returned/partially-check deposited, partial refund issued/non-check is deposited)
Amount of refund will be determined by the policy of the board of directors.

2. RULES

- A. Function reservations (for non-exclusive use) are on a first come, first serve basis. Request must be submitted at least two weeks prior to the date desired.
- B. Function reservations must be made by Providence Residents. Resident must sign all forms and pay all fees.
- C. Providence Resident making reservation **must be present** during the reserved time.
- D. **Function reservations are for a period of NO MORE THAN FOUR (4) HOURS, which includes set up and clean up. (Violation of D by using facility outside of designated times – Use deposit will not be refunded)**
- E. Providence Resident and guests agree to abide by rules of the Providence Swim Club.
- F. Providence Resident is responsible for any damage (more than deposit) caused during time of use which shall be due upon demand and if unpaid may be added to residents HOA account.
- G. Providence Resident will abide by all Board policies, available upon request and incorporated by reference.
- H. Providence Resident will remove all trash generated by the event from the premises.
- I. Providence Resident and guests **DO NOT** have exclusive use during regular pool hours.
- J. Functions of more than 49 guests are prohibited. (Providence HOA Social Committee exempted)
- K. Providence Resident will supply a minimum of (1) adult chaperone for each (10) persons under the age of fourteen.
- L. No excessively loud music is allowed.
- M. Alcoholic beverages, smoking (including electronic cigarettes), glass containers, flammables are prohibited. (Violation of any of M – Use deposit will not be refunded, reservation will be immediately cancelled)**
- N. Pets are prohibited (except service animals).

3. DEFINITIONS

- For this agreement only, a “Providence Resident” is any permanent owner or lessee of a property paying full dues to the association, and whose account is current.

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- **I have read and agree to abide by the rules and fees set forth in this agreement (Note: D and M above).**
 - **I agree to pay all fees and deposits to the Providence Home Owners Association via the On-Site Manager at the signing of this agreement.**
 - **I accept the conditions set forth on the PROVIDENCE SWIM CLUB RESERVATION USE CHECKLIST “Kitchenette”.**

(Print) Name of responsible Providence Resident

Date

Reservation Date Requested

Function Hours Requested

Phone Number to contact Providence Resident

Signature of Responsible Providence Resident

E-mail of Responsible Providence Resident

EFFECTIVE BEGINNING: March 1, 2018

**PROVIDENCE SWIM CLUB
RESERVATION REQUEST
"Kitchenette"**

FUNCTION INFORMATION

Requested Date of Function _____

Requested Hours of Function _____

Type of Function _____

(Birthday, graduation, etc.)

Number of Guests (1-49) _____

PROVIDENCE RESIDENT INFORMATION

Name of Providence Resident (Print) _____

Address _____

Contact Phone Number(s) _____

E-Mail Address _____

USE FEE AND USE DEPOSIT INCLUDED (REQUIRES 2 CHECKS)

a. Use Fee for group of 1 -49 **\$50.00 (non-refundable)**

TOTAL USE FEE INCLUDED (CK NO: _____) \$50.00
(Check 1-Make check payable to: Providence HOA)

c. Use deposit **\$300.00 (fully/ partially/ non) refundable**
(Amount of refund will be determined by the policy of the board of directors.)

USE DEPOSIT INCLUDED (CK NO: _____) \$300.00
(Check 2-Make check payable to: Providence HOA)

ASSOCIATION USE (Only)

Payment Collected _____

Deposit Refunded (After Post Function Inspection) _____

**PROVIDENCE SWIM CLUB
RESERVATION USE CHECKLIST
“Kitchenette”**

**WILL BE POSTED IN KITCHENETTE- IF MISSING OR INCORRECT
NOTIFY THE ON-SITE MANAGER BEFORE FUNCTION BEGINS**

Inspection list		PRE-FUNCTION		POST-FUNCTION	
		Yes	No	Yes	No
1	Kitchenette				
	Counter tops clean				
	Sink clean				
	Floor and walls clean				
	Trash cans clean with empty bag				
	Refrigerator clean inside and out				
	Microwave oven clean inside and out				
2	Men’s and Women’s Bathrooms (If Swim Club is not open)				
	Toilet paper in stalls				
	Paper towels in dispenser				
	Sink clean				
	Floor and walls clean				
	Toilets and urinals clean				
	Trash cans clean with empty bag				
3	Cabana - Patio/pool Area (If Swim Club is not open)				
	Trash cans clean with empty bag				
	Patio / Pool area clean and free of loose trash				

PLEASE NOTE:

- **EXCEEDING RENTAL TIME, ALCOHOL PRESENT, SMOKING, GLASS, FLAMMABLES WILL RESULT IN DEPOSIT FORFEITURE.**
- **VIOLATION OF SWIM CLUB RULES OR INTERFERING WITH SECURITY MEASURES WILL RESULT IN DEPOSIT FORFEITURE.**
- **DAMAGE TO FURNISHINGS, PAINT, SURFACES OR STRUCTURE WILL RESULT IN DEPOSIT FORFEITURE.**
- **EACH ITEM (1-3) ABOVE NOT PASSING POST-FUNCTION INSPECTION REDUCES DEPOSIT RETURN BY 25%.**
- **ADDITIONAL VIOLATIONS DETERMINED INDIVIDUALLY BY THE HOA BOARD.**

Date:

Resident:

Time: