

**PROVIDENCE SWIM CLUB**  
**RESERVATION GENERAL INFORMATION**  
**“Loft”**

**TO MAKE A RESERVATION FOR A DESIRED FUNCTION:**

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

**(Contact information on [providenceofmtjuliet.org](http://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 “Loft”.
- FILL OUT AND SIGN THE PROVIDENCE SWIM CLUB RESERVATION REQUEST “Loft”.
- 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**  
"Loft"

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

- Use Fee for group of 1-49 **\$50.00 (non-refundable)**  
**Note: There are no exceptions to the 49-person limit.**
- Use deposit **\$500.00 (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 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 signs 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, including 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. No swim suits are allowed in the space at any time.
- G. Use of pool or other Swim Club facilities by any guests at the function is strictly prohibited.
- H. 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.
- I. Providence Resident is responsible for any damaged or missing electronic devices (more than deposit) caused during time of use which shall be due upon demand and if unpaid may be added to the residents HOA account.
- J. Providence Resident will abide by all Board policies, available upon request and incorporated by reference.
- K. Providence Resident will remove all trash generated by the event from the premises.
- L. Providence Resident and guests have exclusive use of the "Loft", during functions scheduled time.
- M. No more than 49 attendees are allowed at the function.
- N. Providence Resident agrees to supply a minimum of (1) adult chaperone for each (10) persons under the age of twenty-one.
- O. No decorations may be affixed to the walls or ceiling. (Violation – Use deposit will not be refunded)**
- P. No excessively loud music is allowed.
- Q. Alcoholic beverages, smoking (including electronic cigarettes), glass containers, flammables are prohibited. (Violation of any of Q – Use deposit will not be refunded, reservation is cancelled)**
- R. 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.
- Providence "Loft" as used in this document includes only the room for the duration of the function.

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- **I have read and agree to abide by the rules and fees set forth in this agreement (Note: D, O and Q 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 "Loft".**

\_\_\_\_\_  
(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  
"Loft"**

**FUNCTION INFORMATION**

Requested Date of Function \_\_\_\_\_

Requested Hours of Function \_\_\_\_\_

Type of Function \_\_\_\_\_

(Birthday, graduation, etc.)

Number of Guests (1-49) \_\_\_\_\_

**Use of pool or any other Swim Club facilities by any guests at the function is strictly prohibited.**

**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 (non-refundable)**

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

b. Use deposit **\$500.00 (Fully/ partially/ non) refundable)**  
(Amount of refund will be determined by the policy of the board of directors.)

**USE DEPOSIT INCLUDED (CK NO: \_\_\_\_\_)** \$500.00  
**(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**

**“Loft”**

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

Inspection list		Pre-Function		Post-Function	
		Yes	No	Yes	No
<b>1</b>	<b>Kitchen</b>				
	Counter tops clean				
	Sink clean				
	Floor and walls clean				
	Trash can clean with empty bag				
	Refrigerator clean inside and out				
	Microwave oven clean inside and out				
<b>2</b>	<b>Bathroom</b>				
	Toilet paper available				
	Paper towels available				
	Sink clean				
	Floor and walls clean				
	Toilet clean				
	Trash can clean with empty bag				
<b>3</b>	<b>Main Area</b>				
	Furniture clean, returned to original positions.				
	Floors and walls clean				

**PLEASE NOTE:**

- **EXCEEDING RENTAL TIME, ALCOHOL PRESENT, SMOKING, GLASS, FLAMMABLES, DECORATIONS ATTACHED TO WALL 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:**