



Heritage Hills Metropolitan District Clubhouse Private Event Regulations & Reservation Form

Clubhouse Private Event Regulations: **This is a No-Smoking Facility**

The clubhouse is available for private functions hosted by Heritage Hills homeowners/residents only. These regulations are established to protect the investment of all homeowners and must be strictly adhered to.

1. Residents must be in good standing with all Association dues and assessments paid in full prior to the use of the clubhouse.
2. Only Residents over the age of 21 can make reservations and **MUST** be present for the duration of the function.
3. All renters or lessees of homes in Heritage Hills must provide the Management Company with written permission from the Homeowner prior to reserving the clubhouse.
4. A deposit of \$300.00 and a non-refundable use fee of \$50.00, in the form of two (2) separate checks made out to **Heritage Hills Metropolitan District** are required at the time reservations are requested. The \$300.00 deposit will be returned after the clubhouse is inspected, all of the regulations have been adhered to and the Clubhouse Key Card is returned to the Management Company. The \$50.00 fee will be used to clean the Clubhouse and inspect for any damage or missing equipment.
5. The Clubhouse and the grounds surrounding the Clubhouse may **NOT** be used for any income generating events, such as craft or jewelry sales, bazaars, books sales or any other type of business transaction, etc. **The \$300.00 deposit will be kept if this rule is violated**
6. Charging an admission fee to functions is strictly prohibited and to do so will result in forfeiture of the \$300.00 deposit.
7. The reserving resident assumes all liability for losses or damages until the doors are locked upon vacating the premises. **Swiping the Key Card will unlock the front door and it must be swiped again upon leaving to lock the door.**
8. Seven days notice to cancel the event is required; failure to do so will result in the forfeiture of the use fee.
9. It is recommended that the reserving resident inspect the clubhouse at the start of their rental and notify the Management Company if there are any issues with equipment and/or cleanliness. A liability statement and inventory checklist is provided for review with this rental agreement and is required to be returned to the Management Company at the time the Key Card is returned.
10. Decorating the clubhouse **MUST** have prior approval. Nails, tacks and other damaging items are not permitted. Only removable tape is permitted to be used.
11. According to the Fire Code, occupancy inside the clubhouse **MUST NOT exceed 49 people** at any given time and the front doors must remain unlocked during your event.
12. Pets are not permitted in the clubhouse.

13. Controlled indoor music is permitted. No outdoor music is allowed due to the close proximity of residences to the clubhouse. Please be considerate of the noise factor.
14. Private functions are to be confined to the clubhouse area. Please do not allow guests to disturb other residents. Teenagers and children must be supervised. Reserving residents are responsible for the behavior of their guests. The **side door to the pool area must remain closed** unless pool use has been authorized. Security camera surveillance in the clubhouse and pool areas may monitor all clubhouse activities to ensure compliance.
15. Pool Usage-If guests plan to use the pool, the Reservation Form should be completed accordingly. The renter is responsible for providing District Management and the Pool Management Company (currently Perfect Pools, (303) 795-1191 or hb@perfect-pools.com) with the number of guests using the pool at least 7 days prior to the event to ensure adequate life guard coverage. District Management will consider the number of guests documented on the Reservation Form as the number of pool guests unless the Clubhouse renter notifies District Management otherwise. **Pool hours will remain the same as posted with no exceptions.**
16. Alcoholic beverages may be served, but not sold. Serving alcohol to persons under the age of 21 is strictly prohibited. Illicit drugs, including marijuana, in any form are not allowed in, about or near the clubhouse.
17. The clubhouse must be restored to its original condition at the end of the reserved time.
18. Any costs incurred for repair and/or replacement of any lost or damaged items in the clubhouse or its contents will be calculated on an individual basis. These charges will be payable within 30 days after notification.
19. Official clubhouse parking consists of one handicap space near the front of the building plus parking lot and street parking along Heritage Hills Parkway. Do not allow guests to block any driveways. The Clubhouse parking lot cannot be reserved.
20. The access gate may be closed during private functions; please make arrangements with the Management Company to obtain a temporary guest access code for the gate to be opened during the function hours. This gate code must be requested at least 72-hours in advance of the Clubhouse function.
21. Private functions are permitted to last until 11:30 pm Sunday-Thursdays and 12:00 am Saturday and Sunday. **All parties must be vacated by the end of the reserved time period. Failure to comply with these hours may result in forfeiture of deposit.**
22. The Metropolitan District is not responsible for any items left in the clubhouse.
23. **The key card is to be returned to the Management Company within 1 business day of the rental.**



Rev. May, 2018

Heritage Hills Metropolitan District Clubhouse Private Event Reservation Form

LIABILITY STATEMENT AND AGREEMENT FOR CLUBHOUSE RENTAL

I have read and understand all that is contained herein including the Information and Regulations. I agree that a **violation of any of these regulations may result in forfeiture of my deposit.** I further agree that any damage, replacement, or clean-up charges in excess of the deposit will become part of the Association assessments, which are governed by the delinquency policy of Heritage Hills HOA. **I understand and agree that this reservation is not valid unless signed by an authorized representative of the District. This agreement may be changed or cancelled by the Metropolitan District in the event of an unanticipated emergency situation that requires it to be changed.**

I, _____ who reside at _____ request
the use of the Heritage Hills Clubhouse for an event to be held on _____ (Date)

From: _____. To: _____. Please indicate AM or PM.

Type of Event/Function: _____

Number of guests attending: _____. (max. occupancy 49)

Pool Use Requested (YES or NO) _____ **(Pool/Pool Deck may NOT be used outside of posted dates/times)**

Homeowner/Resident Signature: _____ Date: _____

Phone #: _____ Email address: _____

Phone # on day of event: _____

Two checks are required:

1. A refundable damage deposit of \$300
2. A non-refundable use fee of \$50.

If resident is not a homeowner, then renter must obtain approval from homeowner/landlord and homeowner/landlord must acknowledge liability by signing below:

Homeowner Signature

Phone#

Date

Send signed Reservation Form and Checks made payable to Heritage Hills Metropolitan District to:

Heritage Hills Metro District, Attn Clubhouse Management, CliftonLarsonAllen LLP

8390 E. Crescent Parkway, Suite 500, Greenwood Village, CO 80111

phone 303 779-5710

Questions? Contact District Administrator listed on Website.

Date Deposit Received _____ Check # _____ Amount \$ _____

Date Use Fee Received _____ Check# _____ Amount \$ _____



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Clubhouse Inventory Checklist

(Checklist form is given to Clubhouse Renter with Key Card and must be returned to CliftonLarsonAllen LLP when Key Card is returned.)

Name _____

Function Date _____

<i>Items To Be Completed</i>	<i>Condition Upon Arrival</i>	<i>Condition Upon Departure</i>
INTERIOR:		
Return Furniture/Accessories to original position		
Folding tables put away in storage room		
Stack chairs in storage room		
Decorations and tape removed		
Place all trash in the trash bin outside the front door		
OUTSIDE PERIMETER:		
Tidy up and place trash in trash bin outside the front door		
AS YOU LEAVE		
Close windows		
Turn off lights		
Set thermostat @ 68° F during winter and 75 ° F during summer		
Slide Key Card to lock Front door		
Lock bolt on Pool side Door		
RETURN KEY CARD and CHECKLIST FORM to Management Company		

Homeowner Signature: _____

Date: _____

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