

**ST. JAMES GOLF CLUB
CLUBHOUSE RESERVATION REQUEST FORM**

Name: _____ Date: _____

Address: _____

Telephone Day: _____ Telephone Evening: _____

E-MAIL ADDRESS _____

I wish to reserve the Clubhouse for the following Day, Time and Event.

Date: _____ Time From: _____ To _____

Event: _____ Estimated # of Persons: _____

By signing this Reservation Request Form, I understand that I will be responsible for making certain that the Clubhouse is left in the same condition by 8:00 a.m. of the following day (evening functions). In the event that the function is in the a.m., I understand that I will be responsible for making certain that the Clubhouse is left in the same condition upon completion of function. Any resident who reserves the clubhouse is responsible for setting up and arranging the room for His/her function, which includes returning such property back to its original location. All furniture, equipment, etc. must also be in the same condition as when reserved or loaned to them. **ALL TRASH AND GARBAGE MUST BE DISPOSED OF IN THE PARKING AREA DUMPSTER.**

I understand that there is a \$200.00 refundable deposit that must accompany this request. I further understand the \$200.00 deposit is a damage deposit. In the event the clubhouse or any of its contents is damaged and/or not cleaned to the satisfaction of the Association or not in accordance with the time line noted above, the \$200.00 deposit will be retained to cover these additional expenses. If there are expenses in excess of the damage deposit, the undersigned homeowner will be responsible. I also understand that there is a \$100.00 NON-REFUNDABLE donation for the private use of the Clubhouse, which must accompany this request. The, \$200.00 damage deposit check and the \$100.00 donation check should be made payable to St. James Golf Club, HOA.

I understand the above stated paragraph _____ PLEASE INITIAL!!!

The hours for the use of the Clubhouse for private functions will be 8:00 a.m. to 10:00 p.m. Private functions must not exceed time periods of four (4) hours. **THE POOL AND EXERCISE ROOM MAY NOT BE RESERVED AND ARE OPEN TO ALL RESIDENTS AND THEIR GUESTS DURING THE NORMAL HOURS OF 6:00 a.m. UNTIL DUSK.**

Signed: _____ Date: _____

Print Name: _____

\$200.00 Refundable Deposit Received: _____ \$100.00 Donation Received: _____

Approved By: _____ Date: _____

Inspected By: _____

Deposit Returned: _____ Date: _____

ENJOY YOUR CLUBHOUSE – HAVE A GREAT PARTY