



## HOA Member Agreement for Community Center Reservation

Greenbriar Crossing HOA permits \_\_\_\_\_ of \_\_\_\_\_  
*MEMBER NAME ADDRESS*  
the use of the Community Center on \_\_\_\_\_ from *Start Time:* \_\_\_\_\_ to *End Time:* \_\_\_\_\_  
*DATE*

### TERMS OF USE:

1. Only HOA Members of Greenbriar Crossing may reserve the Community Center **and must be present at all times during the event.**
2. **Members will pay a fee of \$75.00** to reserve the community center for private use. This amount is due no later than 5 days prior to the event (payable to Greenbriar Crossing Association, Inc.). The fee of \$75.00, plus a **separate check for \$100.00 Security Deposit**, and a completed reservation form, should be given to the Management Office at least 5 days prior to your event. Once received the Management Office will: post the reservation on the Master Activity Calendar and keep on file. The fee of 75.00 is refundable up to 7 days before reservation date. The Security Deposit of \$100.00 will be kept with the application and will be returned or destroyed following inspection of the Club House.
3. Members must confirm the date and hours of use by submitting a reservation request. Arrangements will be made with the alarm company to unlock the doors during the event hours.
4. There is a maximum of 84 guests in the Community Center.
5. The Community Center must be left in good condition and all furniture returned to its original location. Please see the attached cleaning policy.
6. Member is responsible to pay for damaged or missing items.
7. Trash must be removed from the Community Center and placed in the trash totes outside of the building.
8. No smoking is allowed in the Community Center.
9. Items with open flames are prohibited, including candles, Sterno or other devices.
10. Please do not use tape, tacks, nails or staples to hang decorations on the walls, windows window treatments, doors, etc.
11. All vehicles must be parked in the Community Center parking lot. No vehicles are to be parked on the grass. If vehicles are parked on the lawn and cause damage, fees will be assessed.
12. If vehicles are not parked in an area designated by Greenbriar Crossing, they will be towed at the owner's expense.
13. **No doors may be propped or forced open; as the security alarm will be set off. Do not open windows.**
14. **The fitness center is for Member use only.**
15. In the event alcohol is served, resident assumes liability for all guests. The resident is responsible to ensure all guests drink responsibly.
16. Trampolines, inflatable games, bounce houses, water slides and carnival rides are prohibited on the premises.
17. Please respect other residents and refrain from outdoor activities that are disruptive or loud.
18. Member is responsible for immediate clean up after their gathering. Member will forfeit the security deposit if the Community Center is left unclean or for any damage caused by them or their guests. Please refer to the attached cleaning policy.
19. Resident is responsible to supply all utensils, plates, cups and napkins.

**I have reviewed and agree to the above Community Center reservation and cleaning guidelines.**

\_\_\_\_\_  
Resident(s) and Date

\_\_\_\_\_  
Greenbriar Representative and Date



## **Greenbriar Community Center Cleaning Policy**

The community center should be thoroughly cleaned **immediately following the event**. This includes but is not limited to:

1. Remove all personal decorations and party supplies.
2. Floors/carpet swept, mopped and vacuumed.
3. Countertops, glass top tables and tables should be wiped down and cleaned using appropriate
4. cleaning products.
5. Appliances should be turned off, cleaned of any spills and the outside wiped down.
6. Coffee pot is cleaned, filter emptied and rinsed, unit turned off.
7. Sink is wiped down.
8. All furniture is returned to its original location, free of crumbs/spills.
9. Remove all food from the refrigerator. Clean any spills.
10. Close and lock all doors and windows.
11. All trash from the event is removed from the community center.
12. Turn off fireplace, TV, ceiling fans and all lights.
13. Outdoor Grill is Clean, turned off, and propane is turned off

Cleaning supplies are located in the storage room for your use. There are mops, brooms, dust pans and a vacuum cleaner.

**Failure to comply with this policy will result in a forfeited security deposit.**

***Our Community Center is a wonderful space for everyone to enjoy, both now and in the years ahead. We truly appreciate your help and cooperation in following these guidelines so we can keep it that way for all.***

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Resident(s) and Date

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Greenbriar Crossing Representative and Date