

EXHIBIT A

LEISURE PARK CLUBHOUSE RESERVATION FORM
(Only LPHA members in good standing may reserve the clubhouse.)

Complete this form, **attach a check in the amount of \$200 (payable to the Leisure Park Social Club)**, and return to Clubhouse Reservation slot. **Contact the Clubhouse Reservation Coordinator whose name and number appears on the slot.** He/she will notify you within three days regarding the status of your reservation. If approved, your deposit will be reimbursed after the function, assuming all of the conditions below have been met. **Your check will be deposited.** To ensure the date is available, check the master calendar on the kitchen counter prior to requesting the reservation.

Member Name _____ Address _____ Telephone Number _____

Date of Event _____ Time: From _____ to _____
(Should include preparation and clean up)

Purpose of Function _____ No. of Adults _____ No. of Children _____
(See Guidelines for Types of Functions on back)

By initialing each item you acknowledge and agree to meet the requirements for using the Leisure Park Clubhouse.

- _____ Clubhouse events, **NOT sponsored by the Leisure Park Social Club**, are considered private and must be sponsored by a Leisure Park resident.
- _____ The Leisure Park resident, signing this agreement, must be in attendance. He/she is responsible for overseeing the function. Should there be a disagreement in the Clubhouse conditions after the function, the matter will be referred to the Leisure Park Board of Directors to resolve.
- _____ The Social Committee Clubhouse Reservation Coordinator will meet with you and provide a key for the storage room containing extra tables, the barricades, and a vacuum. He/she will also inspect the clubhouse after the event.
- _____ Barricades (in storage room) must be placed in the corridors to block attendees from entering the hot tub area, exercise room, billiard and card rooms. These areas are available **only** to Leisure Park residents. In addition to the barricades, the bathroom doors leading to the hot tub and exercise room must be locked by **sliding the lock at the top of each door. It is the responsibility of the person in charge to see that the doors are locked and the barricades are honored during the event and to remove/unlock them afterward.**
- _____ Folding tables (in storage room) and folding chairs are available. Chairs with casters must remain on carpet area. They mark the tile floors and may not be used outside. Octagon tables may be placed on tile floors. **If it is necessary to move any clubhouse decorations, they must be returned as they were.**
- _____ The Media Box/TV and piano are available only by special permission.
- _____ Bring your own coffee, creamer, sugar, napkins, paper towels, and trash bags. Dishes, silverware, and cookware are available.
- _____ Smoking is **not permitted** in the Clubhouse. Be sure the large ashtrays are available on the patio.
- _____ The function must end on or before 11:00 PM. Since Leisure Park residents may be using other parts of the Clubhouse during your function, music should be kept at a reasonable volume.
- _____ Make sure all kitchen appliances, i.e. refrigerator, stoves, dishwasher, microwave, are left clean if they are used. Wipe all counter tops/tables. Cleaning supplies are available under the kitchen sink.

Over

