

WESTMINSTER COMMUNITY CENTER

Reservation Form

I, _____, wish to reserve the Community

Center on (Date) _____ Number of people expected _____

From (Time) _____ To (Time) _____

For the purpose of _____

- A user fee of \$150. Plus a \$200.00 deposit* is required to reserve the facility. Please submit two (2) separate checks (one for \$150 and one for \$200) made payable to the Westminster Community Association. **Date both checks for the date of the function.**

*** Your deposit of \$200 will be refunded provided the center is left clean and without damage.**

- The undersigned **must** provide the front gate personnel with a list of all invited guests coming to the event from outside the community, **prior to the day of the event**, to prevent any congestion at the front entrance.
- The undersigned **accepts all responsibility** for his or her guests and **must** be in attendance at the function.
- The center should be left in the order you found it. Cleaning instructions are in the kitchen. **All Garbage must be take home by the host. Do not put in the condo dumpster**

Signature _____

Date _____

Address _____

Phone _____

NO SMOKING IS ALLOWED IN THE COMMUNITY CENTER OR THE POOL AREA

Residents reserving the Community Center may also use the pool area with these provisions.

- The party does not have "exclusive" rights to the pool area.
- The party does not infringe on the rights of other residents using the pool.
- All children must be under the supervision of adults at pool side. Age limits must be respected.
- Residents may reserve the center and pool area "exclusively" for a party after 5 PM
- Only one reservation of this type per month will be allowed.
- Residents may not erect bounce houses or other types of structures outside the center.
- No wet bathing suits inside the Community Center.
- Do not tape or tack any decorations to the wall.

Private Party Checklist

1. Kitchen Cleanup

- a. Counters and sink cleaned
- b. Run garbage disposal, if necessary
- c. Floor mopped if necessary with vinegar and water
- d. Refrigerator emptied
- e. **All Trash removed and taken home.**

2. Main room cleanup

- a. Chairs and Tables folded and put away
- b. Tables wiped down.
- c. Floor mopped if necessary, with vinegar and water.
- d. All doors locked
- e. If the tables have been extended, they must be put back into the round shape

3. Pool Table Room

- a. Pool table covered
- b. Folding chairs stacked and put away
- c. Game table cleaned
- d. Game table chairs organized

4. Bathrooms should be clean

All functions must be over and facility cleaned by 11:00 PM.

Do not dispose of large quantities of ice in the sink. This causes condensation and leaks into the cabinet below. Dispose outside on the grass.

All lights and fans turned off

Thank you. The Community Center Committee.

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