

# RESERVATION AGREEMENT– FAIRWAY VILLAGE CLUBHOUSE

15509 SE Fernwood Dr, Vancouver, WA 98683 | 360-256-6626 ext 223 | [Dani.lacki@ourfairwayvillage.org](mailto:Dani.lacki@ourfairwayvillage.org) | Fairway Village HOA

Our association's goal is to help you have an enjoyable and successful event in this facility. Please read the following guidelines carefully to help ensure that you understand and can comply with the rules and procedures applicable to the reservation of the Clubhouse. **If you have any questions, contact our Administrative Assistant at 360-256-6626 ext 223 or [dani.lacki@ourfairwayvillage.org](mailto:dani.lacki@ourfairwayvillage.org).**

## Reservation Hours

- The Clubhouse is available for reservation 7 days a week (if available) from 8 am to 11 pm.
- Reservations must be from **2 hours minimum** to **8 hours maximum** in length.
- Evening gatherings must end by 10 pm to allow an hour for clean-up. The building closes at 11 pm.

## Reservation Procedure

- To book a reservation date, you must first fill out our Reservation Request Form. Requests are processed as they are received, so the best way to book a specific date is to submit your Request as soon as possible.
- To finalize your reservation, you must pay any Rental fee and refundable Proper Use deposit and return your signed contract.
- After you have signed your reservation contract, you can increase your reservation time (if the room is available) for the additional rental fee.

## Authorized Renters

- Only Fairway Village Homeowners may make a Clubhouse Reservation. The Reservation Contract must be signed by a Fairway Village Homeowner, and the reservation invoice must be paid by a Fairway Village Homeowner.

## Group Reservations

- Reservations may also be made by official Fairway Village committees or clubs.
- Clubs may reserve a room of the clubhouse for no cost, if the entire community is invited to attend the gathering the space is being used for. However, they may not charge members for more than it takes to cover the expenses of putting on the event. The event must be advertised to FVHOA members. If a Club wishes to reserve a room without inviting the community, reservation rates must be paid.
- Board Directors and Committee Members may always reserve Clubhouse rooms at no cost for official HOA business.
- **Outside groups may not reserve a room in the Clubhouse. Businesses/entertainers may be invited to speak or entertain but may not charge admission directly. Gatherings for the benefit of the community that involve a paid guest must be handled by the Activities Committee or the HOA office.**

For more information *about reservations at the Clubhouse*, call 360-256-6626 ext. 223 or go to [www.ourfairwayvillage.org](http://www.ourfairwayvillage.org).

## Moving the Date of Your Event

- Changing the date of your reservation will be subject to availability of the space and is not guaranteed. Cancellation of a reservation within 48 hours of the event is subject to a \$25 cancellation fee, even if the event is rescheduled. This is because the room was made unavailable for rental.

## Payment Policy

- Your reservation will not be booked until the contract is signed, and the Rental Fee and Proper Use deposit are paid. The deposit will be refunded if the building and equipment are left in satisfactory condition, and no improper use has occurred. The deposit will be refunded the following week if paid by credit card or within three weeks if paid by check.
- We accept check and credit card payments. Checks should be made out to "Fairway Village HOA." Visa, Mastercard, and Discover Card are accepted.

## Proper Use Deposit

- We require a Proper Use deposit for every private reservation. This covers the possibility of damages to the facility or other property during your event. It may also be used to compensate for the use of inappropriate use of the Clubhouse and/or for exceeding the time of the reservation beyond the time paid for in advance. Proper use will be monitored by staff and standard fees for typical behaviors of misuse are outlined below:
  - ❖ Guests left in Clubhouse unattended - **\$100.00 per instance**
  - ❖ Clubhouse Items Damaged – **Cost of Item**
  - ❖ Guests roaming in unreserved rooms - **\$25.00 per instance**
  - ❖ Noise levels bothersome to Clubhouse neighbors - **\$50.00 per complaint**
  - ❖ Items taken from the Clubhouse – **Cost of Item**
  - ❖ Area not properly cleaned - **\$25.00 per checklist item not completed**
  - ❖ Clubhouse spaces used beyond reservation time – **room rental fee per hour**
- In regard to damage to the building itself, its equipment, and anything housed inside the building, the reservation holder may be responsible for expenses beyond the standard Proper Use Deposit if the damage incurs expenses or fees greater than the initial deposit.
- If building and equipment are left in satisfactory condition after your reservation and there are no other additional charges for your reservation (as listed above), your deposit will be fully refunded to you.

## Cancellation Policy

- Cancellations should be made at the earliest possible date. A late fee will be charged if a reservation is canceled less than **48 hours of the event start time**.
- Due to unforeseen circumstances, Fairway Village HOA reserves the right to reschedule and/or cancel the facility reservation. In the rare event that should occur, your rental fees and deposit will be refunded in full.
- If the Clubhouse is closed due to inclement weather, your reservation date will be rescheduled at no cost to you. If a suitable date cannot be identified, you will be refunded in full.

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## Staffing for Your Event

- The Administrative Assistant does not have scheduled office hours on the weekends. A reservation supervisor will be assigned by the Fairway Village HOA to monitor your event, inspect the facility at the conclusion of the event, and ensure that the gathering complies with all rules and guidelines.
- Our staff will not provide set up or cleaning services for your event. Be sure to make arrangements if you need help moving tables/chairs prior to your event.

## Homeowner Event Presence

- The Homeowner must **be present for the entire duration of the reservation** as they will be responsible for ensuring that our reservation policies are being followed during the reservation and must be on site to supervise clean-up and check-out with staff at the end of the reservation.

## Scheduling Set-up and Clean-up time

- Your set-up and clean-up time must be included in your reservation booking. Please book the time necessary for your event -- 1 hour must be reserved for cleaning.
- **You will not be able to start setting up for your event before your reservation time, and clean-up must be complete by the end of your reservation time.**
- Reservation Supervisor will unlock door for reservation holder at contracted start time, no earlier.
- Additional fees will incur if your reservation time is extended to accommodate clean-up.

## Audiovisual Support

- Amplified music/presentations must be kept below a level that can be heard by surrounding homeowners.
- **Music must end by your event end time** (not to be confused with your departure time at the close of your reservation).
- No amplified music is permitted outside the building without prior approval.
- If you are bringing in a DJ for your event, please keep our Administrative Assistant informed about who will provide this service. DJs must follow our guidelines for amplified music.
- If you are using our projector and projector screen, you will need to bring your own laptop and schedule a practice run through in the clubhouse the week before your event. This facility does offer Wi-Fi access. Network Name: FVGuest. Password: Clubhouse.

## Caterers/Bartenders

- You are allowed to use any service provider you would like for catering and bartending services. Please keep our Administrative Assistant informed about who will be providing these services.
- Caterers/Bartenders must provide a copy of their insurance/license listing the Fairway Village HOA's coverage requirements 30 days prior to event.

For more information **about reservations at the Clubhouse**, call **360-256-6626 ext. 223** or go to [www.ourfairwayvillage.org](http://www.ourfairwayvillage.org).

## Decoration Guidelines

- Only freestanding decorations are permitted. Do not affix anything to the ceiling, walls, windows, or floor. Tacks, nails, staples, putty, and tape are prohibited. Use of such items will be considered damage to the building and may affect the return of your security deposit.
- Decorations such as balloons, ribbons, or streamer can be draped over beams-no stapling, tacking, nailing, taping, etc. Balloons **must be** weighted. Decorations must be picked up and removed by the reservation holder at the conclusion of your event.
- If you plan to drape lights, garlands, or other decorations, you will need to include sufficient time in your reservation booking for set-up and take down.
- **The following items are not permitted inside the facility or on the grounds:** rice, birdseed, glitter, silly string, dance wax, helium balloons, real flower petals, fog machines, fireworks, sparklers, or other similar items.
- The use of live candles is prohibited. Battery-operated candles are approved for use.

## Equipment Guidelines

- The Ballroom has a maximum seated capacity of 180 persons, depending on the layout of tables and chairs. Please discuss your plans with staff to make sure you are following fire code.
- The Clubhouse provides tables and chairs for all our private reservations.
- **Some tablecloths are available for borrowing but MUST be washed and returned by the next morning. All other linens must be provided by the reservation holder.** *The HOA will not sponsor paper goods (paper plates, cups, napkins, etc.) for your event.* Any dishware, utensils and serving equipment found in the kitchen cabinets and drawers are available for your use but must be cleaned and put away before you depart, or a fee will be taken from your deposit.
- Use of a barbecue or other cooking sources outside of the kitchen is only allowed in certain areas and is subject to approval and reservation fees.
- Heating equipment for warming food (such as a crock pot or use of Sterno) is permitted. Sterno can only be used for its intended use and not for novelty usage, such as a s'mores bar.
- **Propane can only be used with prior approval.** If approved, it can only be onsite during your reservation time, can only be used outside, must be locked up when unattended, and must leave with you at the end of your reservation.
- Use of tents, canopies or other specialty equipment in our outdoors spaces is subject to prior approval. Bounce houses and other inflatables are not permitted.
- The Clubhouse windows are equipped with window blinds. These blinds can be closed, or during your reservation. Blinds must be raised before leaving the facility.

## Equipment and Decoration Deliveries

- If you are having equipment, decorations, or food delivered to the Clubhouse by an outside vendor, please plan for delivery to take place during your reservation time.
- All equipment and decorations must be picked up by outside vendors or be taken with the reservation holder at the end of the reservation time. If equipment and decorations are left behind after your event, this could delay the return of your security deposit until all items are claimed or picked up by the outside vendor.
- ***The Clubhouse will not be held responsible for any damage/loss of any equipment left behind after your reservation time.***

For more information ***about reservations at the Clubhouse, call 360-256-6626 ext. 223*** or go to [www.ourfairwayvillage.org](http://www.ourfairwayvillage.org).

## Use of Kitchen

- Use of the kitchen does come with the reservation of the Ballroom, St. Helens/Columbia Rooms, HOWEVER, reservation of these rooms does not entitle the reservation holder to **sole** use of the kitchen. The kitchen is available to all homeowners of the Clubhouse. Therefore, some crossover use may be expected.
- Storage of food beyond your reservation is not permitted.
- Use of the kitchen for your reservation should be for plating and service only. It is not meant for cooking meals prior to your event. Please plan for any baking, roasting, boiling, frying, etc. to occur at an offsite location.

## Flower Deliveries

- If you are having flowers delivered for your event, please plan for delivery to take place during your reservation time. We cannot take delivery of flowers ahead of your reservation time.
- If you anticipate flower deliveries from guests, please make them aware of our delivery policy ahead of your reservation.
- We cannot accept flower deliveries outside of your reservation time.

## Parking

- The Clubhouse parking lot is available for the use of reservation holders and their guests on a *first come, first serve basis*.  
Parking for individuals with disabilities is available.
- Parking at the Clubhouse is limited. The lot is open to the public during daytime hours & and is often busy during the summer months.
- Absolutely no parking/driving on grassy areas and designated no parking areas.

## Smoking

- Smoking, vaping and tobacco use is prohibited on Fairway Village HOA property, including the covered patio, lawn, and parking lot.
- If there are smokers at your event, they will need to go out to the sidewalk.

## Children

- Children are welcome to attend private reservations in our facility but must be supervised at all times and must not be allowed to roam the Clubhouse.
- If any guest (child or otherwise) causes damage in our facility during your reservation, fees will be deducted from your security deposit, regardless of their relation to the reservation holder.

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## Service Animals & Pets

- Service animals specifically trained to aid a person with a disability are welcome.

## Clean-Up Procedures

- There is a clean-up option available for an additional fee. Otherwise, you are responsible for cleaning the facility before leaving and clean-up time is to be included in your reservation.
- **The building should be left the way that you found it, including the steps below:**
  - ✓ Removing all decorations and any other items brought to the facility for your event.
  - ✓ Leaving the kitchen area clean, removing all food and beverages from the refrigerator, wiping off the counters and appliances, and turning off all equipment.
  - ✓ Clearing tables of crumbs and other items and damp-wipe.
  - ✓ Sweeping, mopping & vacuuming all floors, cleaning up any spills.
  - ✓ All garbage should be bagged and placed in the wheeled dumpster located outside of the back door, liners should be replaced.
  - ✓ Returning any moved furniture or items to their original layout.
- The Clubhouse does not recycle glass. You must take your glass recycling with you.
- Please immediately report any damage to the Facility Supervisor.
- The Association reserves the right to deduct from the Proper Use Deposit any amount necessary up to the full Proper Use Deposit to compensate for any improper use of the facility or for exceeding the time of the reservation beyond the time paid for in advance. Regarding damage to the building itself, its equipment and anything housed inside the building, the reservation holder may be responsible for expenses beyond the standard Proper Use Deposit if the damage incurs expenses or fees greater than the initial deposit.

## At the End of Your Reservation

- At the end of your reservation, the Reservation Supervisor staffing your reservation will inspect the facility and fill out the checkout form with their findings.
- Any additional damages as well as any behaviors deviating from the agreement, will be noted on the form, to be reviewed by the Administrative Assistant.
- In the week following your reservation, our Administrative Assistant will review your checklist form and follow up about any damages or outstanding expenses as needed.
- The refund of your Proper Use Deposit will be processed in the week following your reservation, if there are no expenses or damages to consider.

**Major Points – Please Initial.**

- \_\_\_\_\_ 1. The Fairway Village Clubhouse is for the exclusive use of HOA members and their invited guests. No events may be advertised or opened to the general public.
- \_\_\_\_\_ 2. Caterers must provide evidence of permits to conduct business in Clark County and provide proof of insurance.
- \_\_\_\_\_ 3. Homeowner is responsible for cleaning the premises and for any costs incurred to repair any damage done to the property/equipment. Deposits will be returned within 30 days after event, following post-event inspection.
- \_\_\_\_\_ 4. Only areas agreed to in the rental agreement may be used and the equipment and/or accessories related to that area. Do not remove any items from any area unless previously agreed to. Guests are not allowed in the swimming pool, Billiards Room or fitness areas.
- \_\_\_\_\_ 5. Smoking is not allowed within the building or within 25 feet of any entrance.
- \_\_\_\_\_ 6. Music or loud noise is not permitted in the parking lots.
- \_\_\_\_\_ 7. No frying is permitted on stoves, as the stoves are not equipped with commercial grade stove fans or venting.
- \_\_\_\_\_ 8. The use of confetti, rice, birdseed, glitter, flower petals, airborne streamers and similar items is prohibited. Candles and other items with open flames are prohibited. Fireworks are prohibited."
- \_\_\_\_\_ 9. Complete clean-up and tasks on attached list before departure, or deductions will be taken from your deposit.
- \_\_\_\_\_ 10. Clubhouse is to be vacated by no later than 11:00 PM (including clean-up time).
- \_\_\_\_\_ 11. Homeowner is responsible for access to clubhouse and must remain on premises during entire reservation.
- \_\_\_\_\_ 12. No decorations may be attached to walls, woodwork, or other surfaces.
- \_\_\_\_\_ 13. Any clubhouse tablecloths used for reservation must be laundered and returned to building by next morning.
- \_\_\_\_\_ 14. Slider door keys must be returned to the office through mail slot in office door before departure.

## Clubhouse Clean-up Checklist for Reservation holders

Reservation Name: \_\_\_\_\_

Date: \_\_\_\_\_

Exit time: \_\_\_\_\_

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|--|---|
| <input type="checkbox"/> Sweep, Vacuum, Mop Floors                             | <input type="checkbox"/> Make Sure All Doors Are Securely Closed        |
| <input type="checkbox"/> Wipe Down Counters, Tabletops, Stove, Microwave, etc. | <input type="checkbox"/> Turn Off Sound System, Projector, Lights, Etc. |
| <input type="checkbox"/> Remove All Decorations, Food and Belongings           | <input type="checkbox"/> Lock Front Door                                |
| <input type="checkbox"/> Take Garbage to Dumpsters and Replace Can Liners      | <input type="checkbox"/> Turn This Form and Front Door Key into Office  |
| <input type="checkbox"/> Return Furniture to Original Arrangement              |   |

Additional Comments: \_\_\_\_\_

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Facility Supervisor's Initials \_\_\_\_\_ Reservation Holder's Initials \_\_\_\_\_

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