

STONEYBROOK VILLAGE OWNERS ASSOCIATION
Clubhouse Use Agreement/Reservation Request
ADDENDUM A

1. Read Clubhouse Policy

2. Contact community manager to verify date availability:

Willamette Community Management, 541-602-1775 or wcm@willamettecm.com

Confirmed Date: _____ **Time** _____ **to** _____
(Include set-up and clean-up times)

3. This Use Agreement between the Resident and the Stoneybrook Village Owners Association is made by completing the following information:

Resident (or Non-resident Owner) Name _____

Address _____

Phone Number _____ E-mail _____

Event Purpose: _____

Rooms Requested: Main Hall _____ Kitchen _____ Small meeting room _____

Alcohol to be consumed: _____ no, liability insurance in the amount of \$300,000 required
_____ yes, liability insurance in the amount of \$1,000,000 required

Will a caterer be used? Yes No If yes, name of caterer _____

Family Member of Resident (For **Stoneybrook Resident's** benefit.)

Name of Family Member: _____ Relationship _____

Address: _____

Phone Number _____ E-mail _____

Resident/responsible party agrees to:

- Use the facility at their own risk. (Single-family have cardkey issued; multi-family secure cardkey from their manager)
- Comply with all provisions of the Clubhouse Use Policy and obey all laws and ordinances.
- Indemnify and hold harmless the Association and its representatives from and against any and all claims of any nature made in connection with the event.
- Provide a Certificate of Liability Insurance as stated in the policy (and caterer's Certificate, if applicable)
- Clean facility in accordance with the "Clean-up Checklist" (Addendum B) and leave the facility in a "ready-to-use" condition for the next group.
- If the Association must perform work to repair or clean the facility to restore the clubhouse to its original condition after your event, you agree to pay \$35 plus actual costs of repair and cleaning. Any charges made will be billed as, and subject to the same rules as, Association assessments.

Please reserve the Clubhouse rooms as indicated above. I have read the Clubhouse Policy and agree to abide by all rules, statutes, and regulations as set forth in the Policy. I understand that I am responsible for any and all damages incurred by the use stated above and agree that any repairs required because of that use will be paid by me to the Association. Further, I agree that the Association, its Board or its agents are **not** liable for any injuries incurred in the use of these facilities.

Signature of Resident or non-resident owner Or _____ _____
*Signature of Resident's family member Date

The person making the reservation is to provide the insurance and be present during the entire event.

4. Resident is to forward reservation form and proof of liability insurance to SVOA, 4710 SW Hollyhock Cir, Corvallis OR 97333 or place it in the Stoneybrook mailbox in the Clubhouse.