



## *Clubhouse Reservation General Information*

The clubhouse is for the use of unit owners **only**. These rules and regulations have been adopted in order to allow private functions, while still maintaining a clean and pleasant environment for the other residents the following day.

The facility will be reserved on a first come first served basis, determined by receipt of a completed application form and both checks for rental fee and security deposit. Reservations will be contingent on the timing of cleaning arrangements. Before confirmations for the facility is provided, these arrangements must be known in order to guarantee readiness for the next rental. A member of the Clubhouse Committee will inspect the function all within twenty four hours after the function to ensure that the facilities, including the appliances in the kitchen have been fully and adequately cleaned, furniture is returned to its proper place and trash is removed. If there is any damage or unusual wear and tear, it will be the sole responsibility of the user, and an additional assessment will be made.

- The pool is a separate facility and is **NOT** available for reservation. All functions are to be confined to the main function rooms only.
- Due to fire code regulations, the maximum number of people permitted to attend a function is one hundred (100) people.
- Unit owners must be up to date with their condominium fees in order to reserve the clubhouse

### **Rules and Regulations**

- The person(s) reserving the clubhouse must be in attendance during the entire function, including supervision of the cleaning of the facility
- All evening functions must be over no later than 12:00am (midnight)
- The resident must be at the clubhouse to receive all deliveries and must remain in the clubhouse until all catering chores are completed
- All items used to decorate the clubhouse must not deface the property or paint. Do **NOT** use tacks or Nails to hang items. Only removable tape is allowed to hang decorations and must be removed at the end of the function.
- All decorations, trash, etc. must be removed from the clubhouse, as well as leftover food.
- The resident is responsible for turning the heat down after their function and securing the building upon leaving the premises.
- The unit owner shall not allow alcohol to be served, provide or in any way make available to any person who is a minor and shall not permit alcohol to be served to any person who shows any visible signs of intoxication
- The unit owner shall not permit any alcoholic beverage of any kind to be sold on the Clubhouse premises
- The unit owner shall ensure that the Clubhouse is used in a safe manner and that no activity takes place on the Clubhouse premises that constitutes a danger to any person or poses a risk of damage to the Clubhouse or personal property contained therein.
- **The unit owner shall instruct all guests of the parking restrictions: emergency vehicles must have clear access to the clubhouse; no parking on the streets or lawns or in any manner to block an entrance, exit, driveway or fire hydrant.**
- Unit owner hereby agrees to indemnify and hold harmless the Trustee of the Chapman Place Condominium Trust against any and all claims of any nature arising out of its use of the Clubhouse premises, including but not limited to claims for personal injury, property damage and any other claims of any nature. The licensee also agrees to be liable to the Trustees for any Attorney's fees and court costs incurred by the Trustee to enforce the terms of this agreement

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### **General Information**

- The Community Administrator will have the clubhouse cleaned the Friday prior to the rental.
- Please make sure you leave the clubhouse as you found it.
- A key will be left in a lock box 2 days prior to the rental.
  - The Community Administrator will contact you with the combination
  
- **NO SMOKING IN THE CLUBHOUSE.**
- Garbage disposal switch is under the sink
- There is a tote outside the clubhouse main entrance for trash
- You do not have to put the tables away.
- Chairs should be placed across from the men's room
- After you are done with your function you can drop the key in the condo payment box next to the main entrance of the clubhouse or put it back in the lock box



**CHAPMAN PLACE  
CONDOMINIUM TRUST**  
1 CHAPMAN PLACE  
LEOMINSTER, MA 01453-6149

*Clubhouse Reservation*

**Clubhouse Reservation Form**

Reservation Date requested: \_\_\_\_\_ Time : \_\_\_\_\_ (AM) (PM) to \_\_\_\_\_ (AM) (PM)

Name of Unit Owner : \_\_\_\_\_ Unit # : \_\_\_\_ Building # : \_\_\_\_

Telephone #: \_\_\_\_\_ Number of expected Guests : \_\_\_\_\_

\_\_\_\_\_  
Chapman Place Condominium Trustee

\_\_\_\_\_  
Unit Owner

\_\_\_\_\_  
Unit Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Date reservation was made: \_\_\_\_\_ Date deposit was received : \_\_\_\_\_

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