

## 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.

- \_\_\_\_\_ Make sure the coffee maker is unplugged and the ovens are turned off. **Please do not leave food in the refrigerator.**
- \_\_\_\_\_ Tile floors in the kitchen and main room must be swept and cleaned. The carpet area must be vacuumed. Bathrooms should be left clean. The patio area should be swept and barbecue grill cleaned if used.
- \_\_\_\_\_ Do not place your garbage in the LP garbage cans. Remove all garbage when leaving.
- \_\_\_\_\_ Lock sliding glass doors and draw shades. Turn off all lights, except for switches that are marked to leave on. Lock both inside doors before leaving.
- \_\_\_\_\_ Should any property be damaged, the resident signing this agreement is responsible for repairing/replacing it to the satisfaction of the Clubhouse Reservation Coordinator and/or the Leisure Park Board.

#### Types of Functions That Are Permitted:

- \_\_\_\_\_ Gatherings for birthdays, anniversaries, graduations, christenings, Bar Mitzvahs, wedding/baby showers, family reunions, deaths, and similar events are allowed.

#### Types of Functions That Are Not Permitted:

- \_\_\_\_\_ Outside fund-raisers or "For Profit" gatherings such as Tupperware, Mary Kay, sales/service presentations, or social/service group meetings, e.g. Lions Club, Boy Scouts, Good Sam potlucks, 3 C's meetings (including luncheons) are not allowed.
- \_\_\_\_\_ Political rallies, denominational worship services, outside card parties, church reunions, pool tournaments, and similar events are not allowed.

#### Charges That May Apply For Cleaning:

- \_\_\_\_\_ Costs may range from \$15.00 to the full deposit, depending upon the extent of cleaning required for appliances/sinks, tile floors, carpet, barbecue/patio area, and bathrooms. If the carpets need to be professionally cleaned, the resident is responsible for the cost.
- \_\_\_\_\_ Ovens left on will cost \$5.00 per oven. Any garbage left in the Clubhouse will be removed at a cost of \$9.00. Litter left outside will be removed at a cost ranging from \$15.00 to \$30.00.

**DONATIONS TO THE LEISURE PARK SOCIAL CLUB ARE APPRECIATED TO HELP COVER THE COSTS OF MAINTAINING THE CLUBHOUSE.**

**I have read and understand all requirements and guidelines for reserving the clubhouse.  
(DON'T FORGET TO CONTACT THE CLUBHOUSE RESERVATION COORDINATOR!)**

\_\_\_\_\_  
Signature of Leisure Park Resident

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

Clubhouse Reservation Coordinator: \_\_\_\_\_  
(Or Designated Social Committee Member)

☐ Approved ☐ Denied \_\_\_\_/\_\_\_\_/\_\_\_\_

Leisure Park Board Liaison: \_\_\_\_\_  
(Or Designated Board Member)

☐ Approved ☐ Denied \_\_\_\_/\_\_\_\_/\_\_\_\_