

Use of Springs Conference Room

Resident must submit the following items to the business office:

1. Completed Conference Room Hold Harmless Agreement
 2. Payment of \$10.00 per hour of usage paid in advance
 3. Alphabetized guest list 72 hours prior to usage (Maximum 15 guests)
- Conference Room may not be rented during the time of a private Clubhouse event
 - Resident must sign in and sign out on the inspection form with the security guard

I understand and agree to abide by this policy for use of the Springs Conference Room on

Date of Conference Room Usage

Resident Signature

Date of Agreement

Address

Phone Number