

The following conditions must be met before Management will approve an application:

The property owner's account must be current

- I. Payment of all user fees. The user fee is \$200 for the first 8 hours or less and \$35 each additional hour, including set-up and clean-up time.
- II. An indemnity and hold harmless agreement must be executed, a copy of which is attached.
- III. Payment of a \$250 security deposit is required. This amount will be refunded approximately one month after the event, if the facilities are returned in the same condition in which they were received, no damage was done, all fees are paid, no additional expenses were incurred, and all items on the Clubhouse inventory/ inspection form were accounted for and found to be in satisfactory condition.
- IV. Payment for additional security (guard) must be made 30 days in advance of the reserved date or upon signing the application, whichever is later.

Not later than 3 days (72 hours) prior to the event, the applicant must deliver an alphabetized guest list to the SCA business Office. Failure to timely furnish the list will result in a service charge per day for each day late. If no list is furnished, no guests, caterers or other parties will be admitted. Security cannot accept these lists. Guests' lists containing more than 90 guest names and 10 service personnel will not be accepted.

Events with 40-90 names on the guest list will require a security guard to be hired (through the business office) in order to insure traffic control for the clubhouse area and for emergency vehicle access. If alternative parking arrangements are made outside the Springs, two security guards are required, one for traffic control and one for walk-in traffic through the gate near Clubhouse. Written verification of such parking arrangements must be provided.

Applications for the use of the Clubhouse/lawn must be submitted in writing to the Business Office. The user fee will be forfeited if the reservation is not cancelled more than (30) days in advance.