

Leisure Valley Ranch

CLUBHOUSE REQUEST FORM

MUST BE APPROVED BY BOARD

This form must be completed and approved for any function held at Leisure Valley Ranch Clubhouse.

TO: *Leisure Valley Activity Director*

FROM: _____

DATE: _____

I/We request the use of Leisure Valley Clubhouse on:

Date: _____

Hours From: _____ **to** _____

One time **Weekly** **Monthly** **(Must be confirmed by Activities Director!)**

PURPOSE: _____

Approximate Number of Persons: _____

Estimated expenses: _____

Please note that the total clubhouse capacity is 240

Use of Kitchen required: _____ *Yes* _____ *No*

Date(s) required use of kitchen: _____

(please include dates for preparation!)

CONDITIONS OF USE:

- *I/We understand it is required that at least fifty-five (55%) of those attending a function at the Leisure Valley Clubhouse must be Leisure Valley Lot Owners/Residents.*
- *No alcoholic beverages are to be served to or consumed by anyone under age 21.*
- *I/We will ensure that my guests observe the no-smoking rule in all interior areas of the clubhouse.*
- *I/We will clean up and leave the Clubhouse in the condition it was in before use.*
- *I/We will ensure that I/We will be present at all times throughout the function and that my guests remain in the designated room(s) set forth below, with the exception of the restrooms.*
- *I/We abide by the Rules for Use of Leisure Valley Clubhouse, a copy of which I have received.*

ACCEPTED FOR DATE REQUESTED WITH CONDITIONS AS STATED:

LOT OWNER SIGNATURE: _____ **LOT #:** _____ **DATE:** _____

Board of Directors: Approved (_____) **Denied** (_____) **Date:** _____

President Signature _____

ACTIVITIES DIRECTOR'S APPROVAL FOR ENTERTAINMENT _____

PLEASE RETURN TO LVR OFFICE