

CAMELOT TOWNHOMES PARTY ROOM AGREEMENT

All Camelot Townhomes Homeowners in good standing (and Tenants with a current Lease Agreement on file in the management office) have free use of the party room. It is agreed, however, that a \$250.00 damage deposit will be left at the office along with the signed party room agreement. The deposit will be refunded, in full, if all the conditions below are met:

1. The keys to the party room will be available at 10:00 a.m. on the day of the party. If the party is scheduled for a weekend, the keys will be available during office hours on the Friday before the party unless other arrangements are made. Keys must be returned in person, unless other arrangements are made with the on-site manager.
2. The party room must be left clean and ready for use. This includes cleaning the kitchen and bathrooms, sweeping and mopping all floors, taking out the trash etc. There must be no damage and nothing missing. Please refer to the attached checklist that will be used to determine if your deposit will be refunded.
3. The parking lot and area surrounding the party room must be clean and left free of trash and debris.
4. There must be no disturbances outside of the party room.
5. The party must stay within the confines of the party room. It must not extend into the swimming pool area.
6. Homeowners/Residents must indicate rental date _____ and the time needed _____ to _____. The party must end no later than 12:00 a.m. midnight.
7. The homeowner/resident must submit to the office a list of each person invited to the event. **If there are to be more than 35 guests, a Security Guard is to be hired from the Camelot Security Contractors.** The Security Guard must be registered with the office and will be the expense of the Homeowner/Tenant. The list of guests will be given to the gate security. Only the names on the list will be allowed to enter the property and have access to the party room. If the list is not turned in access is denied.
8. Only current Camelot Townhomes Homeowners/Tenants in good standing may reserve the party room. The party room will not be available to any Homeowner/Tenant whose account carries a delinquent balance with the Association
9. The Homeowner/Tenant must be present in the party room during the duration of the party. Each Homeowner/Tenant is responsible for the action of his or her guests at all times. No exceptions.
10. The Association will not be responsible for any personal items placed in or left in the party room. The Homeowner/Tenant must be certain that both doors are locked at all times that the room is not in use.
11. It is agreed that any violation of these terms will be cause for forfeiture of the entire \$250.00 deposit. Also, in the event that a violation occurs, future rights to use the party room will require the direct approval of the Camelot Townhomes Board of Directors.

Rental Date: _____

Time In: _____ - Time Out: _____

Name: _____ Unit# _____

Signature: _____ Date: _____

CAMELOT TOWNHOMES PARTY ROOM CHECKLIST

Check In Date: _____ Check Out Date: _____

| | Check- In | Check- Out | Comment |
|---|-----------|------------|---------|
| Is the floor clean and free of damage | Y/N | Y/N | _____ |
| Is the furniture clean and free of damage | Y/N | Y/N | _____ |
| Are the tile floors clean and free of any damage | Y/N | Y/N | _____ |
| Have the counters and tables been wiped down | Y/N | Y/N | _____ |
| Is the stove/oven clean and free of food | Y/N | Y/N | _____ |
| Is the microwave clean and free of food | Y/N | Y/N | _____ |
| Is the refrigerator clean and free of food/beverages | Y/N | Y/N | _____ |
| Has the kitchen sink been wiped clean | Y/N | Y/N | _____ |
| Are the cabinets wiped clean | Y/N | Y/N | _____ |
| Has the trash been removed from the kitchen and baths | Y/N | Y/N | _____ |
| Have new trash bags been placed in the receptacles | Y/N | Y/N | _____ |
| Are the bathrooms clean | Y/N | Y/N | _____ |
| Has the air conditioner/heater been turned off | Y/N | Y/N | _____ |
| Are the blinds in working order and closed | Y/N | Y/N | _____ |
| Are the doors locked and keys turned in | | Y/N | _____ |

Damages / Cleaning: _____

Deposit Returned: _____ Date: _____
 Signature Camelot Representative

Deposit Forfeited: _____ Date: _____
 Signature Camelot Representative

CAMELOT TOWNHOMES PARTY ROOM

LISTING OF GUESTS: ANY PARTY WITH MORE THAN 35 GUESTS MUST HIRE A SECURITY GUARD FROM THE CAMELOT TOWNHOMES SECURITY GUARD SERVICE AT THE EXPENSE OF THE HOMEOWNER/TENANT (915) 581-3125.

GUESTS:

FIRST NAME

LAST NAME

VEHICLE TYPE

Continue on back or use additional sheet if necessary.