

Rockwell Community Association
Request for Non-Resident Clubhouse Reservation

Name: _____ Address: _____

Telephone (Daytime): _____ (Evening): _____ Email: _____

Type of Function: _____ Date: _____ Start/End Time: _____

Prior to serving any beer, wine or other alcohol on Rockwell Community Association (hereinafter "Association") property, I will: (a) obtain a temporary permit issued by the State of Indiana (per the instructions provided) and provide a copy of the permit to the Association prior to the event; (b) engage the services of a licensed alcoholic beverage caterer for the event; and (c) obtain a rider to my homeowner's insurance policy (or other acceptable insurance) naming the Association, its agents and members as "additional insureds"; and I will provide a certificate of such insurance to the Association prior to the event. I understand that the failure to strictly comply with the above requirements will result in a ban from use of the Association facilities. I understand that serving alcohol to minors is strictly prohibited, and that I am personally in charge of the event, and responsible for the conduct of all persons attending the event. As a condition of the use of the Association facilities as stated above, I agree to and hereby hold harmless and indemnify the Association, its Directors, Officers and members, and 1st American Management Company, Inc. and its Directors, Officers, agents and employees, for any and all claims, liability, damages, costs and expenses (including attorney fees) 1) arising from any violation of my obligations herein, 2) arising from any violation of the laws of the State of Indiana, 3) arising from any personal injuries or death to any attendee of the event, and/or 4) arising from property damage and pertaining to the event.

I understand this is only a request and I will be notified in writing of my confirmation for the above referenced date. This reservation exclusively reserves only the multi-purpose room and kitchen facilities. Driving or backing up vehicle to any entrance door is strictly prohibited. The fitness center is off limits to all guests. No decorative candles are permitted. I also understand that smoking is prohibited inside the clubhouse and pool area and any smoking debris outside the clubhouse will be removed. I further understand and agree that I will make sure all tables and countertops are cleaned off, any decorations are removed and all garbage will be placed in trash bags and placed in the proper receptacles in the dumpster on the east side of building. I will also do light vacuuming before leaving. The use of confetti is prohibited. I will refrain from loud music or noise that may cause disturbance to other residents. All music must be confined to the clubhouse interior.

I understand that I am in personal charge and responsible for the conduct of any and all persons at the clubhouse for my event. I also understand that minors are prohibited from entering the fitness/exercise room or from handling television or video equipment. I am financially responsible for all damage that may occur during my event. The Rockwell Community Association will bill me for all damage in excess of the damage deposit. If any damage exists prior to my event, I am to notify the Rockwell Community Association. If no notice is given then I agree that there was no prior damage. Rockwell Community Association, agents and/or assigns and management are not liable for any damages and/or injuries during my use of the clubhouse.

I understand that Rockwell homeowners can still use the fitness facility during the usage and the pool during summer usage. No pets are allowed in the clubhouse or pool area at any time. No food or beverages in glass containers are permitted in the pool area. The undersigned renter must be present at all times during a usage of the clubhouse. My event must end no later than 10:00pm. Extension of time may be requested with approval of Community Board.

A \$250.00 deposit is required for the usage of the clubhouse; this deposit will be held for any possible damage and will be returned upon inspection of the clubhouse. A mandatory fee of \$150.00 will also be collected upon usage to be used for the cleaning of the clubhouse. I have enclosed separate checks for \$250.00 (deposit) and \$150.00 (cleaning fee) made payable to the Rockwell Community Association. Please allow ten (10) business days for processing.

Please mail Request and payments to:

Rockwell Community Association, Inc.
Attn: Peter Bylen
1st American Management Co., Inc.
3408 Enterprise Avenue
Valparaiso, Indiana 46383
800-990-3536, extension 310; 219-465-6014, fax
pbylen@1stpropertymanagers.com

Signature of Applicant

3/28/2017 Revision