



THORNHILL COMMUNITY ASSOCIATION, INC. SM

Appendix A: Facility Reservation Form

RESERVATION DETAILS

Host Name:		Requested Date:	
Host Mobile:		Start Time:	
Host Email:		End Time:	
Host Address:		Pavilion Involved (Y / N):	
Type of Function:		Pool Involved (Y / N):	
Alcohol Present?		Guests Age 21 and over:	
Audio (DJ / Band / Other):		Guests under Age 21:	
Party Rental Eqpt:		# Guests - Member / Non	

PAVILION ONLY - Submit 2 checks to Thornhill (#1 for reservation fee and #2 for security deposit)

	# of Guests	Reservation Fee	Security Deposit
PAVILION ONLY	1-25	\$50	\$100
	26-50	\$100	\$200
	51+	\$150	\$300
		Check #1 to TCA: Check No.: _____ Check Amt: _____	Check #2 to TCA: Check No.: _____ Check Amt: _____

PAVILION AND POOL - Submit 2 checks to Thornhill (#1 for reservation and #2 for security deposit)

	# of Guests	Reservation Fee	Security Deposit	Lifeguard Fees (Guarded)
PAVILION ONLY	1-25	\$100	\$200	Pay directly to CPM
	26-50	\$200	\$400	Pay directly to CPM
	51+	NO POOL ACCESS	NO POOL ACCESS	NO POOL ACCESS
		Check #1 to TCA: Check No.: _____ Check Amt: _____	Check #2 to TCA: Check No.: _____ Check Amt: _____	Check #3 to CPM: Check No.: _____ Check Amt: _____



THORNHILL COMMUNITY ASSOCIATION, INC.™

Facility Reservation Indemnity and Agreement

I (we), the undersigned Member(s) or residents, have contracted for the private use of property and facilities belonging to Thornhill Community Association, Inc. (the “Association”) and represent and warrant that I (we) acknowledge that the Association and its directors and officers, have adopted rules regarding reservation of Thornhill facilities involving fees, alcohol, cleanup, damage, and the appropriate number of lifeguards and responsible persons required to be on-site during events. I (we) further represent, warrant and agree that:

Initial	Agreement
	<ul style="list-style-type: none"> I (we) certify that I have read and that I understand and agree to be bound by the Thornhill Recreation Facility Regulations.
	<ul style="list-style-type: none"> I acknowledge that when it is unguarded, Thornhill’s pool is “swim at your own risk”, and that I (we) have notified all guests of our upcoming event involving the pool of same.
	<ul style="list-style-type: none"> I (we) agree to hold Thornhill Community Association, Inc. (TCA), its officers, directors, Members, agents, volunteers, employees and Contractors (the “Released Parties”) free and harmless from any loss, damage, cost or expense and do hereby release and indemnify the aforesaid from any and all claims, demands, rights and causes of action of whatever kind or nature arising from and by reason of, personal injuries, damages to personal property, and the consequences thereof, resulting from my (our) participation in the reservation agreement described herein. I (we) personally accept full responsibility and any and all liability for the safety and welfare of all parties in attendance and in so doing, hereby release and indemnify the Released Parties from any and all responsibility and liability resulting therefrom.
	<ul style="list-style-type: none"> I (we) agree to pay TCA any fees due for reservations, security deposits, pool guests, extra cleaning and additional pool staff.
	<ul style="list-style-type: none"> I (we) agree that bathroom access during an after-hours pavilion reservation does not allow access to the pool.
	<ul style="list-style-type: none"> I (we) agree to compensate TCA for any and all damage or loss caused to any Thornhill property, facility or common area. I understand that reimbursement for damages may be in addition to any monies held as a security deposit.
	<ul style="list-style-type: none"> I (we) agree to comply with the clean-up tasks shown in Appendix B, Clean-up Checklist to these Recreation Facility Regulations

_____ **Host (PRINT NAME)**

_____ **Address**

_____ **Host Signature (SIGN NAME)**

_____ **Date**

_____ **Phone**

I affirm that my electronic signature was signed by myself with full knowledge and consent and that I am legally bound to these terms and conditions.



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Appendix B: Facility Reservation Clean-up Checklist

Recreation Facilities must be left clean after an event or the host will be responsible for the cost of additional cleanup via forfeiture of the deposit. Reservation fees help pay for wear, management services, follow-up inspection, grill and LP gas upkeep, extermination, trash collection and periodic cleaning and supplies.

Complete? Y or N	Task
	Bathrooms clean - no trash or water on the floor
	Sinks clean
	Food and drinks removed
	Grill(s) turned off, grates scraped clean, counters clean
	Tables left clean and all furniture in its place
	Decks and floors clean and hosed
	Surrounding grounds in order, personal items removed
	Parking area free of trash and debris
	Inspect general overall condition of facility
	Trash cans emptied, liners replaced, garbage put in the dumpster (summer months) or county bins (if dumpster is not available).
	Lights and fans turned off
	Gates locked
	Keys returned

Date Inspected: _____

Comments: _____

Signature: _____

Management Company Agent or Thornhill Board designee