

# Four Seasons at Charlottesville Community Association, Inc.

## Clubhouse Small Group Meetings - Short Form Application

This application may be used for Resident sponsored meetings of a small non-issue-based outside group to which the resident is a member. The organization must provide its own setup and cleanup, and may bring in and serve refreshments. All such meetings must be held during regular Clubhouse hours and be held in the Learning Center or Card Room.

**Note:** All applicants must read and agree to the rules applying to Clubhouse use in the Rules and Regulations of the Association, particularly Chapter 7 and Appendix A.

### SECTION I – RESIDENT INFORMATION (please print):

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home/Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### SECTION II – SPECIAL USE AREAS (check one):

The Learning Center       The Card room       Either room

**Note:** Access to the Main Entrance, Foyer, Coat Closet and Bathrooms is included.

### SECTION III– EVENT INFORMATION (please print):

Name of Group: \_\_\_\_\_

Characterization of Group: \_\_\_\_\_

Meeting Frequency: \_\_\_\_\_ Estimated Number of Attendees: \_\_\_\_\_

### SECTION IV – Scheduling:

Once an application is approved, the sponsoring Resident may reserve meeting space directly with the Clubhouse Manager.

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### SECTION V – Please indicate any items below that apply to your event:

#### Clubhouse Equipment to be used:

Video Projector\_\_\_\_\_ DVD Player\_\_\_\_\_ VGA Input\_\_\_\_\_ Tablecloths\_\_\_\_\_

*Note: Requester is responsible for providing a computer (if needed).*

Other: \_\_\_\_\_

**SECTION VI – Statement of Understanding:** I understand this form is a request to use the Clubhouse for an event. However, the completion of this form does not guarantee the use of the requested facilities until the event has been approved and scheduled.

Additional facility rules and regulations are contained in the ***Clubhouse Special Use Event Policy***, which is Appendix A of the **Rules & Regulations**. I have received, read and fully comprehend that policy and all rules stated in the Association's **Rules and Regulations**. I agree to adhere to all facility rules, liability responsibility, policies, procedures and terms of this agreement.

**Requester Signature:** \_\_\_\_\_

Date Signed: \_\_\_\_/\_\_\_\_/\_\_\_\_

### SECTION XI – Acceptance of the Approved Special Use Event Agreement:

Entity	Signature	Date Signed
Social Committee		
Buildings & Streets Committee		
Clubhouse Manager		
Board (in lieu of the above)		