

**STONE CLIFF OWNERS ASSOCIATION
CLUBHOUSE RESERVATION FORM**

Submit application and deposit (made out to Stone Cliff HOA) to:
PMP Management: (435) 287-3061
169 W 2710S Circle, Suite 202-A, St. George, UT 84790

Owner Reserving Party Name _____ Today's Date ___/___/___

Address _____ Lot # _____

Primary Phone _____ Other Phone _____

Date of function ___/___/___ Approximate number of guests _____

Start time _____ AM/PM Finish time _____ AM/PM

Type of Reservation:

Open to the Stone Cliff HOA community at large

Homeowners and residents reserve for HOA community events i.e., open to the HOA community at large.

- Type of event
 - HOA community event such as the annual Christmas Dinner
 - Yoga
 - Bingo/Bunko
 - Birthday
 - Other _____
- There is no cost for this type of clubhouse reservation
 - The clubhouse may be reserved for any hours between 5:00 AM to 10:30 PM for any day not conflicting with an HOA scheduled event e. g., annual meeting, Christmas dinner, etc. or a prior reservation.
 - Advise PMP of the table and floor arrangement desired One week before the event. Please select from the 8 options available. You may make minor modifications.
<https://stonecliffhoa.com/wp-content/uploads/2023/01/Stone-Cliff-clubhouse-table-layout-Combined.pdf>
 - Clubhouse access for the event and for setup & cleanup will be handled by security. Coordinate through PMP.
 - The warming kitchen is for pre-prepared food, not cooking. Catering is allowed for this type of reservation. The reserving party is responsible for leaving the facility clean, and in the same condition as at the start of their function.
 - Trash must be bagged following the event and taken to the dumpster across the parking lot. Key is in the kitchen storage cabinet.

- All floors should be damp mopped with water following the event. Brooms and Mops are stored in the kitchen closet.
- The outside patio area and splash pad are generally open to all homeowners and residents. Indicate with PMP if you need exclusive use of the outside patio area.
- A reserving party representative must be present for the entire time the clubhouse facility is in use.
- Do not make any attachments to walls or acoustic panels i.e., no tape, pins, hooks, or other adhesive material.
- Audio and visual systems are available for this type of reservation. Coordinate with a social committee representative through PMP for special requirements.
- Leave the clubhouse clean and in the same condition as at the start of the function.
- The reserving party is responsible for reimbursing the Association for extraordinary cleaning and/or damage repair costs as determined by the Board and based on the results of a post-event walkthrough by Stone Cliff maintenance & grounds.

Private event

Homeowners and residents reserve for personal private events e.g., limited specified attendance such as a wedding reception or family gathering. A clubhouse reservation includes exclusive use of the outdoor patio and splash pad but **does not** include use of the fitness room, pool area, multi-purpose room, or courts.

- Type of event
 - Wedding
 - Wedding reception
 - Family gathering
 - Other _____
- The cost to reserve use of the clubhouse for a private party event is \$1,000.
 - \$400 is a non-refundable fixed amount and includes:
 - Basic table/chair setup
 - Pre and post event walk-through to ensure condition and cleanliness
 - Utilities surcharge
 - Post event sanitation cleaning of rest rooms, kitchen and floors.
 - Administration
 - Up to \$600 is potentially refundable, less actual costs that exceed the basic reservation fixed amount:
 - Cleaning
 - Any damage repair
 - Excessive utilities use
 - The warming kitchen is for pre-prepared food, not cooking. If you use a catering service, they need to deep clean upon completion. The reserving party is ultimately responsible for leaving the warming kitchen as clean as it was at the beginning of their function.

- Trash must be bagged following the event and taken to the dumpster across the parking lot. Key is in the kitchen storage cabinet.
- All floors should be damp mopped with water following the event. Brooms and Mops are stored in the kitchen closet.
- A walkthrough of the clubhouse, kitchen, outside patio, and splash pad with the reserving party will be made before and after the homeowner event. Contact PMP to schedule.
- The clubhouse may be reserved for any hours between 5:00 AM to 10:30 PM for any day not conflicting with an HOA scheduled event e. g., annual meeting, Christmas dinner, etc.
- A reserving party representative must be present for the entire time the clubhouse facility is in use.
- Do not make any attachments to walls or acoustic panels i.e., no tape, pins, hooks, or other adhesive material.
- Audio and visual must be coordinated with a social committee representative. Connect through PMP.
- Advise PMP of the table and floor arrangement desired One week before the event. Please select from the 8 options available. You may make minor modifications. <https://stonecliffhoa.com/wp-content/uploads/2023/01/Stone-Cliff-clubhouse-table-layout-Combined.pdf>
- Clubhouse access for the event and for setup & cleanup will be handled by security. Coordinate through PMP.
- Clubhouse seating capacity is 235 and homeowner is responsible for upholding this capacity. Maximum room capacity is 378.
- A list of non-resident guests must be provided to security prior to a personal private event for the purpose of gaining access through the security gate.
- All deposit refunds will be sent directly to the homeowner reserving party following the post-event inspection and sanitation cleaning.
- The reserving party is responsible for reimbursing the Association for any costs exceeding the reservation fee for extraordinary cleaning and/or damage repair costs as determined by the Board and based on the results of the pre-event and post-event walkthroughs.

I, _____, being an owner/resident in Stone Cliff and a member of the Stone Cliff Owners Association hereby agree to the above and acknowledge that I shall be present at the above stated event, which is a requirement of the Association for using the Clubhouse.

Signed by Owner _____

Rec'd by _____
Date ___/___/___

Deposit Received: Date ___/___/___

Amount: \$1,000
Initial: _____