

**BONTERRA
COMMUNITY DEVELOPMENT DISTRICT**

BONTERRA CLUB

CLUB SCHEDULE OF
HOURS OF OPERATION
DUES, FEES AND CHARGES
AREAS & FEES FOR RENTAL
RENTAL POLICIES, PROCEDURES AND REGULATIONS
(the “Club Schedule”)

HOURS OF OPERATION

CLUB FACILITY	HOURS
CLUB HOUSE	Monday - Friday: 8:00 am to 8:00 pm* Saturday - Sunday 10:00 am to 8:00 pm*
FITNESS CENTER	Monday - - Sunday: 5:00 am to 1:00 am*
POOL	Monday - Friday: 8:00 am to Sunset* Saturday - Sunday 10:00 am to Sunset*
	*Hours subject to change by District Manager

CLUB DUES, FEES AND CHARGES

CATEGORY	AMOUNT
ANNUAL MEMBER CLUB FEES – Residents ⁽¹⁾	*\$1,166.47
ANNUAL MEMBER CLUB FEES – Non-Residents	*\$1,283.12
SUPPLEMENTAL MEMBER ANNUAL FEE	\$1,166.47
GUEST PASS FEE	\$1,166.47
PERSONAL TRAINER FEE	\$10.00
LEASE APPLICATION PROCESSING FEE	\$50.00
MEMBERSHIP CARD REPLACEMENT FEE	\$15.00
ADDITIONAL MEMBERSHIP CARDS (per Section 1.8 of Club Rules)	\$40.00
LATE PAYMENT FEES	N/A

- * Annual Member Club Fees are calculated on a fiscal year basis based on the District's fiscal year, which runs from October 1st through September 30th of the following year.
- (1) Residents Club Dues are levied by the District within the residents' property taxes. Accordingly, the Tax Collector fees and early payment discounts may vary the Residents' annual Club Fees from the amount set forth above. For purposes of Membership and Annual Fees, there shall be only one Member per Home.

FACILITY RENTAL FEES AND DEPOSITS REQUIRED FOR RENTAL

GRAND ROOM- 4 hours (Available during & after hours, includes Grand Room with kitchen, may be used for all types of events. No other club amenities/areas are included in the rental).

MONDAY- SUNDAY: \$300.00 Non-Refundable Fee + \$250.00 Deposit (Refundable) + \$50.00 Mandatory Cleaning Fee* + \$40.00 per additional hour up to 8:00 pm + \$60.00 per additional hour up to 12:00 am.

GRAND ROOM WITH BAR AREA – 4 hours (Available during & after hours, includes Grand Room with kitchen and bar area, may be used for all types of events. No other club amenities/areas are included in the rental).

MONDAY- SUNDAY: \$600.00 Non-Refundable Fee + \$500.00 Deposit (Refundable) + \$50.00 Mandatory Cleaning Fee* + \$40.00 per additional hour up to 8:00 pm + \$60.00 per additional hour up to 12:00 am.

FOR AFTER HOURS EVENTS, RENTER WILL BE REQUIRED TO PAY ADDITIONAL \$15.00 PER EACH HOUR OR PART THEREOF FOR FACILITY RENTAL

IF ALCOHOL IS TO BE CONSUMED, THE EVENT REQUIRES A “FACILITY MONITOR” OR “POLICE/TRAFFIC CONTROL MONITOR” DURING THE HOURS OF THE EVENT. RENTER WILL PAY AN ADDITIONAL \$180.00 PER SERVICE PER HOUR. DISTRICT SHALL HAVE THE DISCRETION TO REQUIRE RENTER TO HIRE, AT THE RENTER’S EXPENSE, ONE (1) OR MORE OFF-DUTY LAW ENFORCEMENT OFFICERS OR SECURITY GUARDS FOR THE DURATION OF THE EVENT.

RENTER IS ALLOWED TWO (2) HOURS PRIOR TO THE EVENT FOR PREPARATION AND ONE (1) HOUR FOLLOWING THE EVENT FOR CLEANING. THE POST-EVENT INSPECTION SHALL DETERMINE WHETHER ADDITIONAL CLEANING IS REQUIRED, IN WHICH CASE THE FEES COLLECTED MAY BE APPLIED TOWARD SUCH CLEANING. IF ADDITIONAL CLEANING IS NECESSARY, THE CLUB MANAGER, IN THEIR DISCRETION, MAY REQUIRE THE RENTER TO PAY AN ADDITIONAL FEE OF TWENTY-FIVE DOLLARS (\$25.00) PER HOUR.

DEPOSIT REQUIREMENT: A deposit is required in advance for all rentals of the Club Facilities. The deposit shall be paid by the Renter in the form of a check or money order and must be accompanied by a copy of the Renter’s driver’s license. If the Renter fails to cancel the reservation at least fifteen (15) days prior to the event—or such other date reasonably determined by the Club Manager for reservations made within fifteen (15) days of the event—the Club shall retain the full amount of the deposit as liquidated damages. Following the event, if the Club Facility is found by the Club Manager or its representative to be in good order—meaning no damage to walls, the area, or equipment, the Club Facility is clean, and all party materials (e.g., balloons, strings, trash) have been properly removed and disposed of, and the facility is restored to its pre-event condition—the full deposit shall be refunded. If any damage is discovered or if janitorial services or staff time are required to clean or restore the Club Facility, the Club Manager shall apply the deposit toward the

cost of repairs and any related expenses for staff or janitorial services. Any remaining deposit shall be refunded to the Renter. Should the deposit be insufficient to cover such costs and expenses in full, the Renter shall remain liable to pay the District the balance due.

FITNESS CENTER-

May NOT be rented for private functions.

ADDITIONAL REGULATIONS:

1. **Limited Time to Rent:** Reservations can be made no more than ninety (90) days in advance.
2. **Fees:** Fees are limited to the rental of the Club Area only and do not include chairs, tables, or set-up services. Tables and chairs may be made available for rental by the District at rates established by the District Board.
3. **Inspections:** Inspections shall be conducted within twenty-four (24) hours following the conclusion of the event. It is not necessary for the Renter to contact the District to inquire about the status of the inspection.
4. **Deposits:** If the deposit is made by check or money order, the Club Manager may either cash the check or money prior to the event or hold it pending completion of the event. If the deposit check or money order is held and no costs or expenses are chargeable against it, the check or money order shall be voided and returned to the Renter by mail. If Club Manager holds the deposit check or money order and costs and expenses are chargeable against the deposit, the Club Manager may cash the deposit and refund any amount remaining to the Renter by check via mail.
5. **Janitorial:** Renter shall be responsible for the full cleanup of the rented area, including, without limitation, the removal and proper disposal of all decorations, balloons, and trash, as well as the cleaning of floors, kitchen areas, District barbeque grills, and any other impacted surfaces or equipment
6. **Time Slots:** The rental of any Club Area must fit within one of the time frames (“Rental Times”) established by the Club. Only one (1) event may be reserved per day.
7. **Holidays:** Room rentals are not available on July 4th, Thanksgiving Day, Christmas Eve, Christmas Day, New Years Eve, and New Years Day.

**RULES OF USE FOR THE CLUB
CLUBHOUSE AREAS RENTALS**

I. GENERAL RULES.

A. The Bonterra Club Facility rental areas are available to the public upon application and acceptance by the Club Manager. For official meetings and official functions of the Bonterra Community Association, Inc., and its Board of Directors and Committees, there is no charge for use of a Club Area.

B. The Club Area may be reserved only by an applicant in good standing (the “Renter”). Reservation requests must be submitted to the Club Manager no fewer than fourteen (14) days prior to the event and no more than ninety (90) days in advance. Reservations shall be accepted on a first-come, first-served basis, recorded by the Club Manager, and entered onto a calendar maintained for such purpose. No reservation request or application shall be deemed accepted unless accompanied by payment of all required fees and deposits and submission of a fully executed application form.

C. Written notice of cancellation must be received no later than ten (10) days prior to the scheduled event date and time. Cancellations received less than ten (10) days prior to the scheduled event will result in the forfeiture of the non-refundable rental fee.

D. Club Areas may not be used for any profit-making activities. No advertising shall be permitted, and the Renter shall not impose or collect any admission fee, charge, or other compensation in connection with the event.

E. The Renter agrees to remain personally in attendance during all reserved hours. Access to the Club Area shall be permitted only to the approved Renter, and no earlier than two (2) hours prior to the scheduled event. Approved Renters may access the Club Area by using their swipe cards. Any change in event plans, including but not limited to, caterer, deliveries or number of guests, must be communicated to and approved by the Club Manager in advance of the event date. The Renter shall be responsible for all costs associated with the replacement or repair of keys, swipe-card systems, locks, or doors resulting from misuse, loss, or damage.

F. Renter agrees to assume full financial responsibility for any loss or damage to the Club Area, including all furniture, furnishings, equipment, and adjacent premises, including the parking lot, arising out of the Renter’s use of the Club Area. The Renter shall also be responsible for the conduct of all guests, invitees, contractors, vendors, or other persons employed or engaged by the Renter while on the Club premises, whether inside or outside the building or Club Area. Liability for damages shall not be limited to the amount of any security deposit collected.

G. Prior to the Renter’s use of the Club Area, the Club Manager shall conduct an inspection of the premises using a prepared checklist. The same checklist will be used to re-inspect the Club Area after the event. If the Club Area is returned in its original condition and no additional charges or rules violations are identified, the security deposit shall be refunded. If the Club Area is not returned in its original condition, or if damages, losses, or additional charges are sustained, such costs shall be deducted from the security deposit. In the event of covenants or rules violations, the security deposit will be withheld pending the outcome of a rules violation hearing and a determination as to whether charges will be assessed. Any costs or charges in excess of the security deposit, shall be the responsibility of the Renter and shall be payable upon demand.

H. Furniture and furnishings may not be removed from the Club Area and. At the conclusion of the event, all furniture and furnishings must be returned to their original positions and conditions as prior to the event.

I. All events shall be confined to the reserved Club Area, except for use of nearby restroom facilities.. The Renter shall inform all guests of the Club Rules and Regulations, available guest parking areas, and that parking spaces are provided on a first-come, first-served basis. All guests shall proceed directly to the reserved Club Area where the event is being held. Loitering or creating disturbing noises in the common areas is strictly prohibited. Under no circumstances may parties or gatherings extend into hallways or any other Club Areas within or outside of the building. Adjacent common area facilities may continue to be used by other Club users while a Renter's event is in progress.

J. The number of persons permitted in the Club Area shall not exceed the posted capacity in accordance with Miami-Dade County, State and other applicable Fire Codes.

K. Parties or events for minors under the age of eighteen (18) years of age must be continuously supervised by the Renter hosting the event. A minimum of two (2) adult chaperones are required for every ten (10) minors in attendance. Renter and chaperone(s) must remain present for the entire duration of the event.

L. Smoking is prohibited in the Club Areas, restrooms, or elsewhere within the Clubhouse. The use of smoke, fog, or similar machines or devices is strictly prohibited. The use and/or availability of alcoholic beverages will be in accordance with all applicable Florida State and Miami-Dade County Alcoholic Beverage Control laws, including, without limitation, prohibitions on the sale or exchange of money for alcohol and the provision of alcohol to persons under twenty-one (21) years of age.

M. Use of the Club Areas and all facilities by Renter and all guests must at all times comply with all applicable Federal, State, and local laws, statutes, and ordinances, as well as all Club Rules, including these Rules. Renter shall not permit the use of the Club Areas or any other Club property for any unlawful purpose, nor shall any act be performed or permitted that unreasonably interferes with the rights, comforts, or convenience of other Club users. Renter shall ensure that music and noise levels are maintained at a volume that does not disturb other Club users. Loud amplified music is prohibited. Speakers must be placed on tables or elevated stands away from walls to minimize the transmission of sound and/or vibrations to adjacent areas. Foam rubber pads or other acoustical materials must be placed beneath each speaker. The Club Area's doors and windows must remain closed during any event or function.

N. Renter agrees that any decorations or the decorating of the Club Area shall be conducted in a manner that does not cause damage to any area of the Clubhouse. Decorations shall not be attached to or hung from any sprinklers, ceilings, lights, walls, or wallpaper and must be fire-resistant. The use of tape, nails, tacks, staples, or any substance or item that may cause permanent damage is strictly prohibited on walls, doors, door trim, windows, furniture, or any other surfaces within the Club Area.

O. Renter agrees to remove and properly dispose of all personal property immediately following the event, including, without limitation, dishes, foods, bottles, trash, and decorations, and to leave the Club Area and adjacent premises in a condition comparable

to their original state prior to the event. Nothing shall be left in the refrigerator, and the garbage disposal must be empty. Renter shall clean and restore the Club Area to its pre-event condition no later than one (1) hour after the conclusion of the event. Arrangements for the delivery and removal of any rented tables, chairs, or catering items must be coordinated with the Club Manager. Items that cannot be picked up immediately following the event or that remain after 12:00 AM must be removed by 10:00 AM the following day. Deliveries and removal of food, tables, musical equipment, or caterers providing service, will be permitted during the hours of 9:00 A.M. through 8:00 P.M. on weekdays. Renter must be present to receive or coordinate with any delivery service personnel.

P. The District, District Manager, Club Manager, and their agents shall not be responsible for any loss or damage to personal effects, dishes, equipment, decorations, or food. Any personal property or items left unattended after the event shall be deemed abandoned and may be removed and disposed of at the District's discretion.

Q. All music and noise-making activities must cease by the prescribed closing hour. The Club Area must be returned to its original condition, vacated of all persons, with lights turned off except for one light left on, window shades raised, the room secured, and the door locked by the designated closing time. Adjacent restrooms shall be left in the same condition as prior to the event, with lights turned off.

R. The District, District Manager and Club Manager each reserve the right, at any time prior to or during the event, to revoke the approval granted herein, suspend the Renter's and guests' right to use the Club Area, and require the immediate vacating of the premises if it is determined that any misrepresentations were made in the rental application, or if there is any violation of the District's declarations or rules, damage to the Property, or violation of any Federal, State, or local law, statute, or ordinance. Such revocation, suspension, and requirement to vacate shall result in no refund of the use fee and shall be within the sole discretion of the District, District Manager or Club Manager. If Renter fails to abate noise, excessively loud music, or any other disturbing activities when requested, the District Manager or Club Manager is authorized to immediately revoke approval, suspend the Renter's right of use, require vacating of the Club Area, and/or contact local law enforcement. A partial refund of the rental fee may be granted at the discretion of the Club Manager if use is suspended for reasons other than rules violations or property damages. The full security deposit and rental fee may be refunded if the Club Area use is suspended prior to the start of the event, or if the application is not approved, provided there are no rules violations or damages, except as otherwise provided herein.

S. The Club Manager and District Manager shall have free access to the Club Area and all adjacent facilities at all times.

T. All trash and garbage shall be properly bagged, sealed, and deposited in the exterior trash dumpster. Any spilled liquids or food must be cleaned from the floors, counters, walls, furniture, or other surfaces.

U. The use of candles, open flames, and cooking with open fire, flame, or stove is strictly prohibited. Food warming trays may be used only under the direct supervision of a caterer or designated attendant and must be removed from the premises at the conclusion of the event.

V. Violation of any provision of the Club Rules and Regulations, including this Club Schedule, constitute grounds for Club Manager to prohibit Renter from using the Club Area for a period of one (1) year and to suspend the Renter's use of other Club services and facilities for up to one (1) year.

W. Renter assumes sole and full responsibility for any property damage, injury or accident to any person arising from the use of the Club Area.. Renter further agrees, on behalf of itself, its guests, and invitees to indemnify, defend, and hold harmless the Club Owner and Club Manager from and against any and all violations of Federal, State or local laws, statutes or ordinances, as well as any losses, damages, causes of action, claims, proceedings, or injuries, including reasonable attorney's fees, arising out of or related to the Renter's or its guests' or invitees' use of the Club Area,

X. No pets shall be permitted in the Club Areas, except for trained service animals as defined in Section 413.08, Florida Statutes.

Y. Any rented Club Area must be cleaned after use, with all trash and debris properly bagged and disposed of. The Club does not provide any trash bags for the event.

Z. The Club Area will be available for use only between the hours of 8:00 A.M. - 12:00 A.M. Under no circumstances will time be extended past 12:00 AM.

AA. The District Manager may, in its reasonable discretion,waive or amend any of the above requirements; provided, however, that any such waiver or amendment must be in writing and executed by both the District Manager and the Renter.

BB. The forms of the Facility Rental Agreement, Clubhouse Areas Inspection Form, and Access Card Control Information Sheet attached hereto are approved for use by the Club Manager.

**FOR ANY ADDITIONAL INFORMATION PLEASE CHECK WITH THE CLUB
ADMINISTRATIVE OFFICES FROM MONDAY-FRIDAY 8:00 AM -12:00 PM
YOU MUST HAVE AN APPOINTMENT IN ORDER TO RESERVE A DATE**

BONTERRA CLUB
Club Facility Rental Agreement
Bonterra Community Development District

This Agreement is by and between **Bonterra Community Development District** (the “**District**”) and a **Renter** who is further defined as a: *(check one) Bonterra Club Member _____ or Annual Member _____*. This Agreement is for the rental of a portion of the “**Bonterra Club**” facility, to be used for a private function (the “Club Facility”), and shall be subject to the terms and conditions set forth in the “*Bonterra Club Rules and Regulations*”(referred to in this Agreement as the “Club Rules and Regulations”), which document is attached hereto and made a part hereof and the “*Bonterra Club Schedule Of Hours Of Operation, Dues, Fees And Charges, Areas & Fees For Rental, Rental Policies, Procedures And Regulations*” (referred to in this Agreement as the “Club Schedule”), which document is attached hereto and made a part hereof. To the extent of any conflict between the terms of this Agreement and the terms of the Rules and Regulations and Club Schedule, the terms of the Rules and Regulations shall prevail over the terms of the Club Schedule and this Agreement, and the terms of the Club Schedule shall prevail over the terms of this Agreement.

Renter: (print clearly) _____

Phone: Home _____ Work: _____ Cell: _____

Account Number: _____

Renter’s Address: _____

Date of Function: _____ Time From _____ To _____

1. **Club Facility** (s) being requested:

A. Grand Room _____

B. Bar Area _____

(Note: use of fitness center is prohibited)

2. **Purpose** of rental: _____

Number of people expected to attend this function: _____
(65 person max for Grand Room)

Renter will:

Serve Food: Yes _____ No _____

(Note: The District reserves the right to establish and enforce a list of approved caterers)

Serve Alcohol: Yes _____ No _____

(Note: Alcohol is not to be sold on the premises at any time.)

Provide Music: Yes _____ No _____

If “Yes” state type of music: (Live Band, Stereo, etc.)

(Note: If music can be heard by surrounding neighbors, it is too loud.)

All requests are subject to the approval of the District’s Club Manager.

Reservations will be granted on a first come, first served basis.

Time Slots for Reservations (Four (4) Hours each):

Monday - Friday

8:00 AM – 2:00 PM _____

3:00 PM - 12:00 AM _____

Saturday - Sunday

10:00 AM – 4:00 PM _____

5:00 PM - 12:00 AM _____

Other: _____

3. Fee Schedule & Usage: See Attached Rental Schedule

4. Reservations, Applications, Payment of Fees:

The Rental Fee and Deposit must accompany this application and will be cashed upon receipt. The Club Manager may not accept an application or confirm reserved space without receipt of one hundred percent (100%) of the Deposit and Rental Fees. Rental Fees and Deposits must be received at least fourteen (14) days in advance of the event to allow time for bank clearance of the checks. Shorter time frames will require cashier’s checks, certified checks or money orders. Payments are made to: *“Bonterra Community Development District.”*

5. Deposit Refund, Inspection:

If, upon conclusion of the event, the Club and any other Club Areas utilized are left in acceptable condition, free of damage or loss, and without infraction of the Rental Schedule, as determined by the Club Manager through inspection, the Deposit shall be fully refunded. The District Office shall refund the Deposit, or other applicable portion thereof, within thirty (30) days following receipt of the executed Cleaning & Usage Checklist. The Renter shall have the right to be present during the inspection. In the event the Renter does not attend, the Club Manager shall mail a copy of the completed inspection, based upon the “Cleaning & Usage Checklist,” to the Renter.

The Renter is responsible for the repair or replacement of any and all Club property, whether located indoors or outdoors, that is damaged, destroyed, or lost during the function. Such responsibility shall remain in full force and effect until the Club Manager has completed the “Cleaning & Usage Checklist” inspection form and all facility keys have been returned.

In accordance with these policies, the Renter shall be responsible for cleaning the portion of the Club Facility and any other impacted Club Areas following the event. The Renter must remove all event-related debris and trash from the premises and ensure its proper disposal immediately upon conclusion of the event

All trash, garbage, trays, decorations, etc., must be removed from the premises and properly disposed of at the conclusion of the event.

6. **Additional Renter Responsibilities:**

- a) The Renter making the reservation must be in attendance for the ENTIRE duration of the function and is responsible for the conduct of all guests.

If alcohol is to be consumed, the event requires a “*facility monitor*” or “*police/traffic control monitor*” during the hours of the event. Renter will pay an additional \$180.00 per service per hour. District shall have the discretion to require Renter to hire, at the Renter’s expense, one (1) or more off-duty law enforcement officers or security guards for the duration of the event and would be determined during the review process based upon the nature of the event and the history of the Renter. Should a monitor be required, the Renter would be notified prior to the Club Manager accepting the facility engagement. The Renter would have the right to withdraw the Application for facility’s rental.

- b) Under no circumstances shall Renter or Renter’s guests mark, damage, or otherwise alter the walls, ceilings, furnishings, or other surfaces of the Club Area, including but not limited to, the use of decorations, signs, tape, tacks, or other similar items.
- c) All guest vehicles must properly park in the designated parking lot areas only. PARKING ON GRASS IS STRICTLY PROHIBITED. The parking and driveway must remain free of event-related debris and shall be cleaned following the event. Any damage to the irrigation system, landscaping, or other property caused by improper parking or debris shall be the responsibility of the Renter and will be back-charged accordingly.
- d) Renters and their guests are strictly prohibited from using the Swimming Pool, Fitness Center or Club lounge areas during any function.
- e) Closing time for private functions is **12:00 AM (midnight), unless otherwise extended with prior approval.** Required cleaning must be completed before check-out time at 10:00 A.M. on the morning following the function, unless alternative arrangements have been made with the Club Manager. For **short-term**

rentals (four (4) hours), all required cleaning must be completed within the rental period unless a cleaning service has been scheduled..

Note: Any infractions of the Club Rules and Regulations or Club Schedule, or any disturbances created as a result of the function, will require the Renter to appear before the District Board of Supervisors for approval of any future reservations. The Board of Supervisors has the right to suspend privileges of any Renter who has, in the opinion of the Board, abused the terms of this Agreement, the Rules and Regulations or the Club Schedule. An automatic 60-day non-use penalty will be imposed at the time of said infraction or damage until the matter can be brought before the Board for its decision. If there is property damage in excess of the Deposit, the Board reserves the right to bill the Renter for the damage and to pursue collection to recover the funds.

I understand and agree to abide by the above and understand that I am responsible for any loss or damage to Club Facilities, Club Property and Association Common Areas which may occur as a result of this function and rental.

This AGREEMENT entered into on (date) _____

Photo ID is required, one or two forms of ID may be required by the Club Manager:

Signature of RENTER: _____

If a corporation, print name of above signature _____ Title: _____

Name of Club Manager _____

Signature _____

Copy of Renter's Photo ID attached: _____ Copies of 2 separate checks attached: _____

BONTERRA CLUB
Clubhouse Areas Inspection Form

	Pre-Event Inspection	Post-Event Inspection
1. Exterior Doors	_____	_____
2. Women's Bathroom	_____	_____
3. Men's Bathroom	_____	_____
4. Kitchen	_____	_____
Floor	_____	_____
Counter Top/Sink	_____	_____
Cabinet's	_____	_____
Appliances	_____	_____
5. Carpeting	_____	_____
6. Furniture Sofa	_____	_____
7. Furniture Loveseat	_____	_____
8. Coffee/End tables	_____	_____
9. Chairs and tables	_____	_____
10. Interior Decor	_____	_____
11. Walls	_____	_____
12. Windows	_____	_____
13. Interior Doors	_____	_____
14. Interior window shades	_____	_____
15. Exterior (rails, plants, etc.)	_____	_____
16. Others	_____	_____
Comments:	_____	

Pre-Event Inspection: _____ Date _____ Time _____
 Signature of Applicant

Pre-Event Inspection: _____ Date _____ Time _____
 Signature of Authorized Agent
 Bonterra Community Development District

Post-Event Inspection: _____ Date _____ Time _____
 Signature of Applicant

Post-Event Inspection: _____ Date _____ Time _____
 Signature of Authorized Agent:
 Bonterra Community Development District

**BONTERRA COMMUNITY DEVELOPMENT DISTRICT
BONTERRA CLUB**

ACCESS CARD CONTROL INFORMATION SHEET

Applicant(s):			Access Card # 1	Access Card # 2
Property Address:			Access Card # 3	Access Card # 4
Home Phone #		Work Phone #		
Cellular Phone #		Email Address, if any		
Mailing Address (if different)				
City		State	Zip Code	
Immediate Family Members				
Last	First	Age	Relationship	Day Phone #, if diff
Name of Approved Lessee(s) (if Applicant is resident within the District):				
Home Phone #		Work Phone #		
Cellular Phone #		Email Address, if any		

I **authorize** my Lessee(s) to have an Access Card(s) on my behalf. Yes ___ No ___
N/A ___

Applicant Signature: _____ Date: _____

With the signing of this form I acknowledge that I have received the Access Card(s) stated above and that if my card is lost I will contact the Club Manager immediately to

terminate the card from the system. In addition, if there is a change in tenant I will collect the card from the previous Lessee and inform management.

_____ Date: _____
Signature of Applicant

Print Name: _____