

**PARKSIDE AT MASON MILL CLUBHOUSE**  
**1307 Griffith Park Road**  
**APPLICATION FOR RESERVATION AGREEMENT**  
**(Effective: January 2025)**

In consideration for the Parkside at Mason Mill Condominium Association (CA) allowing me the exclusive use of the Parkside at Mason Mill Clubhouse entertainment space and equipment and furnishings, I, the undersigned, agree to be bound by the following statements, terms and conditions.

**Identity**

- 1) I am the current ☐Homeowner ☐Lessee at \_\_\_\_\_, and hereby warrant that I will be in attendance at my event for the entire time referenced within this Agreement.

\_\_\_\_\_ **Initials**

**\*Your identity as the homeowner or lessee is subject to independent verification by the Association. If you are a Lessee at your place of residence, please provide a verifiably correct legal name, address, and current phone number for the homeowner. Failure to supply verifiably accurate information in response to all particulars of Question 1 will result in rejection of this Application.**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

**Reservation request**

- 2) I am reserving the Clubhouse on \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_ for the purpose of \_\_\_\_\_ that will be attended by a good faith estimate of not more than \_\_\_\_\_ persons. (Clubhouse Occupancy Limit: 99)

\_\_\_\_\_ **Initials**

If the planned number of attendees, including the applicant, exceeds 99 people, I understand that this Application will be subject to heightened review procedures by the Clubhouse Committee. The decision to allow or disallow a very large event is entirely discretionary on the part of the Association, and I accept the finality of this decision. Should the Association reject the application, I understand that the preferred mode of contact at the bottom of this form will be used to provide notice to the applicant as soon as is reasonably possible.

\_\_\_\_\_ **Initials**

**Costs**

- 3) I will make one payment of **\$225.00**, and a conditionally refundable deposit of **\$250.00**, all of which is due and payable upon submission of this Application and Agreement. *Checks must be made payable to Parkside at Mason Mill. Checks from third parties/non-residents will not be accepted.*

\_\_\_\_\_ **Initials**

I further understand and agree that the conditionally refundable security portion will be used to pay for any and all damages to the Clubhouse, its contents, or any other portion of the property that are reasonably attributable to persons present or in any way associated with my reservation. Subject to applicable deductions provided for in this Agreement, I understand that the refundable portion will be made in whole or in part by mail or other means as determined by the Association.

\_\_\_\_\_ **Initials**

If I wish to cancel my reservation, I understand that I should do so no later than 7 days before the planned event.

\_\_\_\_\_ **Initials**

### **Financial obligations**

- 4) As of the date of this application, I know of no outstanding balance for monthly HOA dues, HOA-issued fines, and/or related collections expenses. I understand that this representation is subject to immediate verification by the Condominium Association. I also acknowledge that the processing of this application is wholly conditioned on the accuracy of this representation.

\_\_\_\_\_ **Initials**

If the Condominium Association discovers the applicant (or homeowner, if different) to be in arrears as to any of the above particulars, I understand that the preferred mode of contact at the bottom of this form will be used to provide notice to the applicant as soon as is reasonably possible. Should the outstanding amount not be paid-in-full within 5 days of said notice, I understand that this application will be denied, the refundable portion of my security deposit will be returned, and all subsequent terms of this Agreement will be rendered null and void.

\_\_\_\_\_ **Initials**

### **Personal items**

- 5) I ☐ **will** ☐ **will not** be bringing additional furniture to my event. If additional furniture of any kind is brought onto the premises, I understand that an additional refundable security deposit of **\$100** will be required with this application. For bookkeeping purposes, a separate check will be needed for processing this payment. I further agree to remove all such additional furniture from the facility immediately following or within one day of the event. Failure to remove the furniture as agreed upon will result in forfeiture of the security deposit.

\_\_\_\_\_ **Initials**

- 6) On the day or two before your reservation you will be provided (via email) a one-time code to access the key to the main door for Clubhouse entertainment space. DO NOT share that with anyone else.

### **Cleaning and damage responsibilities**

- 7) I agree to clean the facilities after use, and exercise reasonable care to prevent damages of any kind stemming from the event.

\_\_\_\_\_ **Initials**

I understand that damages may include, but are not limited to, the actual cost of cleaning, repairing, or replacing any items found on the Clubhouse Walkthrough List (*See Exhibit A*). I understand that damages will always be additional to the amount of a Fine for an underlying Violation (*See Exhibit B: Fine Schedule for Clubhouse Violations and Damage*). I understand that any charges made against my deposit for Fines and Damages will be explained but are not subject to negotiation.

\_\_\_\_\_ *Initials*

If the amount of Fines and Damages exceeds the amount of my deposit, I agree to promptly pay the difference to the Association within ten (10) days of receipt of a written explanation. I agree that all referenced Fines and Damages, as well as fees and expenses incurred by the Association to collect same, shall be considered an assessment, and shall be fully collectible as is provided for in the Association's Declaration and By-Laws.

\_\_\_\_\_ *Initials*

#### **Use restrictions**

- 8) I understand that use of the Clubhouse after the specific hours for which it is reserved, or in any way contrary to disclosures made in any initialed paragraph contained herein, will constitute a breach of this Agreement, and will result in forfeiture of all deposited amounts in their entirety.

\_\_\_\_\_ *Initials*

- 9) I understand that no loud music or other noise should be heard outside the Clubhouse after 11:00 p.m.; be considerate of your Parkside neighbors. The Clubhouse is to be closed at 12 midnight, meaning that it must be locked and vacated; no persons are to be found on the premises after that time. Accordingly, any vehicles found on the premises after 12 midnight are subject to immediate tow.

\_\_\_\_\_ *Initials*

- 10) My reservation of the Clubhouse relates to a “not for profit” function that will result in no financial benefit to me, my family, or personal associates.

\_\_\_\_\_ *Initials*

- 11) Assuming the approval of this Application and Agreement, I understand that my exclusive use of the Clubhouse, equipment, and furnishings in no way confers exclusive use of adjacent Clubhouse parking areas. Neither I nor my guests will park vehicles illegally, including in designated handicapped spaces, and both my guests and I will adhere to parking within clearly marked parking spaces. I understand that any vehicle found blocking general or emergency access, or parked illegally in a designated handicapped space, is subject to immediate tow.

\_\_\_\_\_ *Initials*

- 12) I understand that I, my guests, and any third parties are strictly prohibited from erecting, installing, or placing any artificial physical structures, inside or outside of the clubhouse, including all grounds to the left and right of the facility and the deck. as well as the parking lot in front of the building. I also understand that I, my guests, and any third parties are also strictly prohibited from removing or in any way altering or tampering with preexisting physical structures, fixtures, furniture, equipment or accessories inside or outside the facility or on the grounds. If a Condominium Association official observes any violation of this clause at

the time of a scheduled event, I understand and accept that said official is empowered to immediately terminate the event as an exercise of his or her sole discretion.

\_\_\_\_\_ ***Initials***

- 13) I understand that no barbecuing or grilling is permitted on or adjacent to the Clubhouse premises.

\_\_\_\_\_ ***Initials***

- 14) I understand that I, my guests, and any third parties are strictly prohibited from use of the exercise facilities in the Clubhouse and the swimming pool adjacent to it.

\_\_\_\_\_ ***Initials***

- 15) I understand that I may not use tape or other adhesives, nails, or thumbtacks to affix decorations to the walls, doors or ceilings of the Clubhouse.

\_\_\_\_\_ ***Initials***

### **Personal responsibilities**

- 16) I assume all responsibility, risks, liabilities, and hazards incidental to the presence of guests at the clubhouse without regard to the foreseeability of their actions. I hereby release and forever discharge the Association, its officers, directors, employees, agents and members (past, present and future) from any and all claims, costs, causes of action, and liability for personal injury, death, damage to or destruction of property to the Clubhouse and its appurtenances which are in any way reasonably connected to the event or my use of the facility.

\_\_\_\_\_ ***Initials***

- 17) I agree to indemnify and hold harmless the Association, its property management firm, and the Pulte Group, Inc., including officers, directors, employees, agents and members, past, present and future, from any and all claims, costs, causes of action and liability (including, but not limited to, attorney's fees) for any injury, to either person or property, suffered by me, my family members, employees, agents, servants, guests, invitees or any member of the Association or any other person which arise from or are in any way related to the above activity, whether or not caused by the Association's negligence.

\_\_\_\_\_ ***Initials***

- 18) I assume all responsibility for the actions and behavior of all persons present at, attending, or in any other way related to my function and agree to be personally responsible for causing all such persons to comply with the Association's Declaration, By-Laws and Rules and Regulations. I acknowledge that violation thereof by any person present at, attending, or in any other way related to my function may, at the sole discretion of the Association's Board of Directors, result in forfeiture of my deposit.

\_\_\_\_\_ ***Initials***

- 19) I understand that the Condominium Association reserves the right to enter the Clubhouse and terminate my use thereof should it be found that any person using the facility endangers the health, safety or well-being of any other person, or otherwise constitutes a threat to the property or the wider community.

\_\_\_\_\_ **Initials**

- 20) I acknowledge that I am at least twenty-five (25) years of age. I hereby agree and represent that the Clubhouse will be used for lawful purposes only. If any conduct at the event I am sponsoring violates federal, state or local laws or ordinances, my rights to use the Clubhouse under this Agreement shall be terminated and the Association shall have the right to take possession of the Clubhouse and instruct my guests to leave the property.

\_\_\_\_\_ **Initials**

- 21) I understand that my reservation of the Clubhouse on the aforementioned date will not be confirmed nor will this Agreement be binding until the Association has had reasonable time to review the application and verify the accuracy of all information provided and representations made. Furthermore, if the Association does not receive both the application and total payment at least 14 days prior to a planned event this application will be denied, and all terms of the agreement herein will be rendered null and void.

\_\_\_\_\_ **Initials**

- 22) I have carefully read this form and all accompanying attached Exhibits, A thru D. I understand that this form and the attached Exhibits, A thru D, comprise the entire Agreement between Parkside Mason Mill Neighborhood Association and the undersigned reservation applicant. No representations outside of this writing, oral or written, will in any way negate this Agreement. I understand that this Agreement supersedes any other verbal or written representations or understandings pursuant to the subject of reserving the Clubhouse facility.

\_\_\_\_\_ **Initials**

Resident Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Reservation Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email \_\_\_\_\_

Home Phone \_\_\_\_\_

Phone # for Date of Event \_\_\_\_\_

Preferred Means of Contact: Phone ☐ Email ☐ Other ☐

**FOR ASSOCIATION USE ONLY:**

**Agreed to and accepted by Association:**

**By** \_\_\_\_\_ **Date** \_\_\_\_\_

Title \_\_\_\_\_

Reservation Check # \_\_\_\_\_ Refundable Check # \_\_\_\_\_

## Exhibit A [1 of 2]

### PARKSIDE MASON MILL CLUBHOUSE RESERVATION INSPECTION CHECKLIST

Party to Agreement: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Scheduled Time for Event: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Email: \_\_\_\_\_

Actual end time: \_\_\_\_\_ am/pm

All walk-through inspections must be completed BEFORE and AFTER the event with a member of the Clubhouse Committee. Indicate with a Y (yes) that you visually observed full-compliance with each of the directives below. If damage or non-compliance of any kind is identified, then mark the box with a N (no). Failure to complete every question as instructed will provoke subsequent investigation.

		BEFORE	AFTER
<b>DOORS</b>	Doors are locked and secured, including those leading to restrooms and workout rooms, and all doors leading to outside the building.		
<b>LIGHTS</b>	All lights are turned off, including in restrooms.		
<b>TRASH</b>	-All interior trash cans (except restrooms) are emptied. -Renter is to supply their own trash liners for the kitchen and other areas used. -Trash is disposed in the bins outside the clubhouse. No trash (including bottles, cans, and cups) is to be left outside but not in the bins.		
<b>FURNITURE</b>	-Furnishings, including chairs, tables, trash cans, etc., are to be returned to their original location. -Tables and chairs are clean, left in good condition, and properly stored. -DO NOT MOVE SOFAS OR COFFEE TABLES.		
<b>KITCHEN</b>	-Kitchen floors, countertops, and sinks are wiped and clean. -Microwave and refrigerator are empty and cleaned of all food spills.		
<b>CARPET/FLOORS</b>	-Floors are clean (vacuumed, swept and mopped). -No stains, spills, or excess dirt should be found on carpet. -Janitorial equipment is returned to its original location.		
<b>THERMOSTAT</b>	Thermostats should remain set to 74 in the summer and 67 in the winter.		
<b>KEYS</b>	-A temporary code will be provided to the renter prior to the event in order to obtain the key/fob. -Failure to return either will result in renter paying for replacement and/or door lock changes.		

<b>EQUIPMENT</b>	Television, cable, and other equipment are in working order, turned off, and properly stored (where applicable).		
<b>MISC.</b>	-Decorations and personal items are removed. -No evidence of paint, tape, or tacks is found on any walls, windows, or doors.		

**PLEASE READ CAREFULLY:** If you marked any boxes above with an “X”, please identify the applicable numbered checklist item(s) and provide a full explanation for every such answer in the space provided below. Please use the back of this paperwork to complete your responses as necessary.

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After satisfactory inspection of the facility, the refundable portion of the Security Deposit, paid by check, will be refunded within 10 business days. Any damages the Association incurs for cleaning, repairing, restoring, or replacing Clubhouse property will be based on actual anticipated costs in the interest of making the Association whole. If costs exceed the amount of the Security Deposit, an invoice will be submitted to collect the remaining charges. The resident applicant will be notified by mail or email of any additional charges, including Fines for underlying violations.

**I have completed a walkthrough of the facility and performed the tasks as required. Everything has been left in good order, as it was found, except as noted above. By our signatures below, we acknowledge the satisfactory cleanliness and condition of the facility and equipment following the reserved event.**

Party to Agreement’s Sign-In Signature and Date & Time-In:

Party to Agreement Sign-Out Signature and Date & Time-Out:

## Exhibit B [1 of 2]

### Clubhouse Violations & Fines Schedule

AREA	FINE	VIOLATION
<b>DOORS, WINDOWS AND KEYS</b>	\$25-\$100 (plus cost of changing locks if key/fob is not returned)	-Leaving exterior door/s open. -Leaving kitchen door unlocked (key and deadbolt) that leads to restrooms and fitness areas. -Leaving windows and other entry points open and unlocked. -Failure to return key/fob.
<b>LIGHTS</b>	\$25	-Lights, including restrooms, left on after closing/release from resident.
<b>TRASH</b>	\$50	-Not emptying trash cans. -Using trash cans without trash liners (except for the restroom cans, which will be emptied by the cleaning team). -Leaving trash on floors, counters, tables, cabinets, or anywhere else within the clubhouse. -Leaving trash outside of the clubhouse and/or in the parking lots, or immediate vicinity of clubhouse. -Leaving food and opened containers in the refrigerator, excepting unopened canned soft drinks and condiments.
<b>THERMOSTATS</b>	\$50-\$200	Not maintaining the settings of <b>74 in summer</b> and <b>67 in winter</b> .
<b>CLEANING (FLOORS AND OTHER SURFACES)</b>	\$50	-Failure to leave clubhouse in a standard clean condition. -Failure to sweep and mop floors; leaving visible signs of food and/or sticky substances on floor. -Food, liquid beverages, or sticky substances left on cabinets, countertops, walls, tables, and any other surface areas.
<b>RUGS, SOFAS, AND CHAIRS</b>	\$75 (plus restoration cost)	-Presence of stains, food or beverage spills on rugs -Discoloration and damage to carpet yarns and appearance.
<b>WALLS, CEILINGS, AND WINDOWS</b>	\$50 (plus restoration cost)	-Paint, tape or tacks found on any walls, doors, windows, furniture or ceilings
<b>FURNITURE AND EQUIPMENT (TV, speakers, etc.)</b>	\$50 per item (plus restoration cost)	-Failure to return furniture as found -Damage to any piece of furniture or equipment, including but not limited to chairs, sofas, tables, TV/audio -Damage to any accessories, including but not limited to pictures, vases, etc.
<b>EVENT CANCELLATION</b>	\$0 under certain conditions	-Full refund when canceling within 7 days of the event -Forfeit the charge when canceled without notice
<b>LOUD MUSIC/NOISE</b>	\$100	-Music and noise heard outside the clubhouse after 11:00 p.m.



<b>PARKING</b>	\$100 (plus possible tow enforcement)	Parking violations, e.g., double parking on street or parking lot, blocking driveway or emergency vehicle access.
<b>CLUBHOUSE ACCESS</b>	\$100	-Event exceeds scheduled time. -Resident's failure to vacate premises on time. -Resident not present during all hours of event to provide supervision.
<b>UNLAWFUL ACTIVITIES</b>	\$250 plus any additional assessments	-Violating any local, state, and federal laws (e.g., consumption of alcohol by minors, use of drugs, etc.)

