



McKinley Village

EAST SACRAMENTO

Thank you for your interest in renting the McKinley Village Clubhouse. You must be a resident of McKinley Village to reserve the facility. Reservation forms can be mailed with payment and proof of insurance to: Landmark Limited, 1731 E. Roseville Pkwy, Suite 100, Roseville, CA 95661, dropped off at the clubhouse, emailed, or a combination thereof.

RESIDENT INFORMATION

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

EVENT INFORMATION

Date of Event: _____ Number of Expected Guests: _____

Event Check-In Time: (**includes set-up**) _____

Event End Time: (**includes clean-up**) _____

Type of Event: (e.g. birthday party, baby shower, etc.) _____

Description of Amplified Music: (if any) _____

Special Equipment: (e.g. furniture, tents, food vendor, etc.) _____

Decorations (if any, must be free standing and may not be affixed to any walls, doors or furniture.):

Reservations will not be accepted more than six (6) months in advance of the event date, and unconfirmed reservations may be removed from the reservation calendar at the sole discretion of Management. Fees and deposits are subject to change without notice. Completed reservation packet, including payment, and the required insurance must be received 7 days prior to the date of event or your event may not be accommodated and the hold will be released.



RENTAL FEE SCHEDULE AND DISCLOSURES

The Clubhouse rental fee is \$175.00 for 4 hours and \$350.00 for 8 hours. The event set up and clean up must be done within your reservation rental window. Each reserving party is required to have a pre-event Check-In and a post-event Check-Out walk through, with a member of management. Each Resident renting the Clubhouse facility will be responsible for the condition of the facility and ensuring all rules of use are followed. Reserving resident must be present to complete Check-In and Check-Out walk through.

There will be a separate cleaning and compliance deposit check required in the amount of \$200.00. 2 separate checks are required; 1 for the rental fee and 1 for the cleaning and compliance deposit. Both checks are to be made payable to: McKinley Village Community Association. One day Event Insurance is also required. The reservation payment, cleaning and compliance deposit and insurance, must be submitted in the name of the reserving resident.

Non-compliance with any of the following use rules, any part of the reservation agreement or any other association rules and regulations, during your event, will result in the forfeiture of your cleaning and compliance deposit and possible disciplinary action by the Board. Please make sure your guests and vendors are aware of the following:

- Anything found to be taped, hung or affixed to any walls, glass on doors, door frames, windows, lighting fixtures, furniture, art, pool table, shuffle board table, plants, etc. will result in the automatic forfeiture of your \$200.00 deposit. NO TAPE, NO COMMAND STRIPS, NO PUSH PINS, etc. may be used. All décor must be free standing. Residents are responsible for the actions of those helping with their events. Make sure anyone decorating is familiar with the décor restrictions.
- The reservation window is to include your event setup. Setup may not begin before the scheduled start time of your event as noted on the reservation agreement. Residents must have a Check-In walk through of the Clubhouse so they are not held responsible for any existing issues.



McKinley Village

EAST SACRAMENTO

Setting up early will negate the benefits of a walk through and any arguments that damages or issues existed prior to the Resident's arrival. This may result in forfeiture of the \$200.00 cleaning and compliance deposit. The Check-In process is required and will be scheduled according to your reservation start time. A member of management/agent will be onsite to check you in.

- The reservation window also includes your necessary clean-up time. Events must be concluded and the Clubhouse restored by the end time shown on the reservation agreement. A member of management/agent will be onsite to check you out. If the Resident is not prepared for the Check-Out walk through by the end time stated on the reservation, the Resident may be subject to automatic forfeiture of the \$200.00 cleaning and compliance deposit.
- Residents and their guests attending an event at the Clubhouse may not enter the pool area, use the pool or spa. Any breach will result in automatic forfeiture of the \$200.00 cleaning and compliance deposit.
- Residents or guests may not bring animals into the Clubhouse, back patio, or patio adjacent grassy area, at any time. If a Resident or guest is bringing a trained, identified, service animal, please notify management ahead of time. Unauthorized animals found to have been in the Clubhouse, will result in the automatic forfeiture of the \$200.00 cleaning and compliance deposit.
- If Resident is found not to have been present during the event, the Resident may be subject to further enforcement actions by the Board including future suspension of reservation privileges up to 1 year, and fines.
- Any breach of this agreement or violation of association rules may result in the homeowner being called to hearing with the Board, additional costs and / or penalties including but not limited to, the revocation of Clubhouse reservation privileges for a period of up to 1 year, forfeiture of cleaning and compliance deposit.

REMINDER: All décor must be free standing. McKinley Village Community Association reserves the right to assess additional fines, penalties or reimbursement assessments for egregious violations of this use agreement.



McKinley Village
EAST SACRAMENTO

AGREEMENT – CLUBHOUSE RESERVATION FORM AND AGREEMENT

I, _____ (“Resident”), agree to the following:

Resident hereby waives, release’s and discharges McKinley Village Community Association, its directors, officers, employees and agents for any damage to or loss of any property or injury to or death of any person or persons, resulting from or arising in connection with the use of the Association’s facilities by Resident, Residents family and guests.

Resident agrees to indemnify, defend and hold the Association, its directors, officers and agents harmless from and against any and all claims, demands or liability for any damage, loss, injury, or death, and any and all costs and expenses incurred by Association in connection with the use of Association’s recreation facilities by Resident and Resident’s family and guests (included but not limited to reasonable attorneys’ fees and court costs). Resident agrees to pay Association in full and promptly upon demand for any loss of and damage to Association’s property caused by or arising out of the use of Association’s recreation facilities by Resident and Resident’s family and guests.

Resident shall submit to Association a cleaning and compliance deposit, rental fee and insurance with this Reservation Agreement.

If damage is caused to the Clubhouse or its contents, the cost to repair the damage, in excess of the cleaning and compliance deposit will be the responsibility of the Resident. The Resident will be called to a hearing before the Board where additional costs and penalties may be assessed.

Resident will be responsible to reimburse Association for any costs related to extraordinary cleaning, exceeding the cleaning and compliance deposit, or in the case of damages exceeding the deposit, a claim may be made against the Event Insurance Policy.



McKinley Village
EAST SACRAMENTO

ADDITIONAL INSURANCE REQUIREMENT FOR CLUBHOUSE EVENT

Upon reservation of the facilities, the Resident must supply proof of endorsement with a general liability provision of at least one million dollars (**\$1,000,000**) which names **McKinley Village Community Association at 3340 McKinley Village Way, Sacramento, CA 95618** and **Landmark Limited Group of Companies, Inc. at 1731 E. Roseville Pkwy, Suite 100, Roseville, CA 95661** as additional insured on the date of the event and for all times that the facilities will be reserved by member. The Resident's insurance shall be primary and noncontributory.

NAME(S) OF ADDITIONAL INSURED:

McKinley Village Community Association
3340 McKinley Village Way
Sacramento, CA 95816

AND

Landmark Limited Group of Companies, Inc.
1731 E. Roseville Pkwy. Suite 100
Roseville, CA 95661

COVERAGE AMOUNT REQUIREMENTS

A General Liability provision of \$1,000,000.00 naming the above parties as additional insured. The address of the facility is: **3340 McKinley Village Way. Sacramento, CA 95816**

Your homeowner's insurance representative should be able to facilitate this change to your existing policy. If not, you must purchase special, one day event insurance to provide the required coverage.



AGREEMENT – CLUBHOUSE RESERVATION FORM AND AGREEMENT

Violation of any of the Rules and Regulations of the McKinley Village Community Association may result in the loss of cleaning and compliance deposit and the potential future suspension of reservation privileges. If necessary, the Association reserves the right to hold a hearing and thereafter assess the respective homeowner for damages to the common area or non-compliance of the Rules & Regulations. Resident and Homeowner (if tenant), also agree to pay all of Association’s attorney fees in the event of a dispute over this Reservation Agreement.

Members who have made reservations for an event hereby acknowledge and agree to abide by the rules as shown in this reservation agreement as “Rules and Regulations.”

Important Information:

Clubhouse reservations are on a first come, first serve basis. As designated by the Board, Community Manager shall oversee Clubhouse reservations, in all forms, as authorized by the Board. Manager shall act within their scope of duties including managing all calendars, necessary documents, and ensuring event compliance as identified in the attached Check-In and Check-Out processes. Manager will perform due diligence in determining the order in which reservations are received in the event of a conflict. Manager will process reservation rental fees. Reservations made online are not final or confirmed until confirmed by Manager in a separate email. Automatically generated “Approvals” via reservation systems are not confirmation.

Your clubhouse reservation does NOT include use of the Pool & Spa area. Pool parties are NOT permitted. Reservations are specific to the main Clubhouse Room only. BBQ Area is to be left available to the Community, on a first come-first serve. You must arrive at your scheduled start time and you must conclude your event by the scheduled end time. Live bands/DJs may play indoors, with the doors closed. Hard Clubhouse closure at 10:00 PM.

Date: _____ Resident Signature: _____

Date: _____ Manager Signature: _____



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AMENITIES INCLUDED WITH YOUR RESERVATION

Kitchen Includes:

- Full size refrigerator and freezer
- Sink
- Dishwasher
- Cupboards
- Food service/prepare area
- Gas oven and range
- Microwave oven

Other Amenities Include:

- Pool table and shuffle board (pool sticks in drawer at end of pool table)
- Two large couches (seats 4-8) and two large dining tables (seats 18-20)
- Flat screen television
- Wi-Fi – “MKV Guest”

Clean Up Policy:

Members are required to perform their own clean up after the event; which includes;

- Cleaning of all kitchen surfaces; stove, oven, counter tops and refrigerator must left empty.
- Ensuring all furniture and venue décor is placed in its original location.
- Bagging all trash to be left in designated area. (Bags sealed & left in garbage cans in outside alcove).
- All floors must be broom swept and free of spills, food crumbs and décor.
- Windows and door glass must be clean and fingerprint free. Residents must bring their own basic cleaning supplies.
- Event check-In attendant will leave broom/dust pan, vacuum and Clorox wipes in the interior alcove (little library) area for your use. Additional supplies or materials will be the responsibility of the renter.

If you have any further questions about the clubhouse or your reservation, please call (916) 746-0011. If there are any questions or problems that arise during your event, please contact your community manager, Stacy Longley at 916-846-2976.