



# McKinley Village

EAST SACRAMENTO

## *TENANT CLUBHOUSE RESERVATION AGREEMENT*

Thank you for your interest in renting the McKinley Village Clubhouse. Please note, Reservations must be submitted online at: [mkvhoa.com](http://mkvhoa.com), and you must complete and return this form by email to complete the reservation request. Payment is due online at the time of Reservation. A deposit must be submitted separately by check to Association management.

### TENANT 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 reservations missing any required items may be removed from the reservation calendar at the sole discretion of Management. Fees are subject to change without notice. Completed reservations including submission of \$200.00 deposit check and Event Insurance must be received 7 days prior to the date of event or your event may not be accommodated.



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### **RENTAL FEE SCHEDULE AND DISCLOSURES**

The Clubhouse rental fee is \$200.00 for 4 hours and \$400.00 for 8 hours. Tenants are required to submit their Clubhouse reservation online via the McKinley Village Community Association's website at: [mkvhoa.com](http://mkvhoa.com). Tenants will pay the reservation fee online at the time of making the reservation and you are also required to submit a separate deposit fee in the amount of \$200.00 for compliance and cleaning. You must complete and return this Reservation Agreement by email to complete the reservation request. In the event there is a need to cancel your reservation, you will need to log into the website at: [mkvhoa.com](http://mkvhoa.com) and process the reservation cancellation. The payment system (Stripe) will automatically process your refund. A check for the reservation fee is no longer required or accepted. The deposit must be submitted by check.

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 Tenant renting the Clubhouse facility will be responsible for the condition of the facility and ensuring all rules of use are followed. Reserving Tenant must be present to complete Check-In and Check-Out walk through.

Non-compliance with any of the following use rules, any part of the Reservation Agreement or any other Association Rules and Regulations (including the CC&Rs), during your event, may result in the loss of your deposit, the homeowner of your residence ("Homeowner") being called to a disciplinary hearing and/or the levying of fines and/or a reimbursement assessment by the Board. Please make sure your guests and vendors are aware of the following:

- Nothing may 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. NO TAPE, NO COMMAND STRIPS, NO PUSH PINS, etc. may be used. All décor must be free standing. Tenants 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. Tenants must have a Check-In walk through of the Clubhouse so they are not held responsible for any existing issues.



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Setting up early will negate the benefits of a walk through and any arguments that damages or issues existed prior to the Tenant's arrival. 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.
- Tenants and their guests attending an event at the Clubhouse may not enter the pool area, use the pool or spa. Any breach may result in loss of deposit and the Homeowner subject to further disciplinary action before the Board, including but not limited to a fine and/or suspension of use privileges.
- Tenants or guests may not bring animals into the Clubhouse, back patio, or patio adjacent grassy area, at any time. If a Tenant or guest is bringing an assistance animal for a disabled person, please notify management ahead of time. Unauthorized animals found to have been in the Clubhouse, may result in loss of deposit and the Homeowner subject to further disciplinary action before the Board, including but not limited to a fine and/or suspension of use privileges.
- If a Tenant is found not to have been present during the event, the Tenant may lose their deposit and the Homeowner may be subject to further disciplinary action before the Board, including but not limited to a fine and/or suspension of use privileges.
- Any breach of this Reservation Agreement or violation of Association's Rules and Regulations may result in loss of deposit and the Homeowner being subject to further disciplinary action.

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



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**AGREEMENT – CLUBHOUSE RESERVATION FORM AND AGREEMENT**

I, \_\_\_\_\_ (“Tenant”), agree to the following:

Tenant 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 Tenant, Tenants family and guests.

Tenant 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 clubhouse facilities by Tenant and Tenant’s family and guests (included but not limited to reasonable attorneys’ fees and court costs). Tenant 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 Tenant and Tenant’s family and guests.

Tenant shall submit payment at the time of making the online Clubhouse reservation at: [mkvhoa.com](http://mkvhoa.com) in addition to a compliance / cleaning deposit check in the amount of \$200.00. Tenant must sign and return this Reservation Agreement. Tenant will have to obtain separate Event Insurance via a third party vendor and have sent to Management. In the event there is a need to cancel the reservation, Homeowner will need to log into the website at: [mkvhoa.com](http://mkvhoa.com) and process the reservation cancellation. The rental fee refund will be processed by the third-party vendor, Stripe.

Homeowners are responsible for their Tenant’s use of the clubhouse and any damages, loss or penalties not covered by the Tenant’s deposit, or insurance.



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**ADDITIONAL INSURANCE REQUIREMENT FOR CLUBHOUSE EVENT**

Within 7 days of the Event, the Tenant 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 Tenant. The Tenant'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

Violation of any of the Rules and Regulations of the McKinley Village Community Association, or of this Reservation Agreement, may result in loss of deposit and subject the Homeowner to a disciplinary hearing before the Board, and may include but is not limited to, suspension of reservation privileges, fines and/or the levying of a reimbursement assessment. Tenant agrees to pay all of Association's attorney fees in the event of a dispute.

Tenant's who have made reservations for an event hereby acknowledge and agree to abide by the rules as shown in this Reservation Agreement and the Association's Rules and Regulations.



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**Important Information:**

Clubhouse reservations are on a first come, first serve basis and must be made online at: [mkvhoa.com](http://mkvhoa.com). Community Manager shall oversee Clubhouse reservations, 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. Reservations made online are not final until confirmed by Manager in a separate email. Automatically generated "Approvals" via the reservation system 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: \_\_\_\_\_ Tenant 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/prep 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”

**Users 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 be 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. Tenants 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 contact Stacy Longley at 916-846-2976.**