

MOSN II Clubhouse Reservation Form

Return this page to the MOSN II Association Property Manager for processing.

MEMBER INFORMATION

Name _____
Address _____
City _____ State _____ Zip _____
Phone _____
Email _____

EVENT INFORMATION

Event Type _____
Event Date _____
Event Time _____ to _____
Setup Time _____ to _____
Clean-Up Time _____ to _____

I certify that I am an owner in either MOSN I or MOSN II and that I am in good standing with my respective Association. I further certify that I have read the attached *MOSN II Clubhouse Rules for Private Events* and agree to abide by them.

Signature

Date

----- OFFICE USE -----

Date Received: _____
Rental Amount: _____
Deposit Amount: _____

MOSN II Clubhouse Rules for Private Events

The following information is provided regarding the responsibilities of owners who reserve the MOSN II Clubhouse facilities for private Events. A “private” event is viewed as an activity where all the members of MOSN I and MOSN II are not invited to attend.

1. Consistent with the MOSN II Covenants, the clubhouse facilities may only be reserved by MOSN I or MOSN II members in good standing.
2. A reservation fee and deposit will be required for all reservations except those requested by a surviving spouse or family member for a function to honor the life of a recently deceased member.
3. The reserving member must be onsite at the clubhouse whenever their guests are in the facility.
4. The private use of the MOSN II clubhouse facilities affords the member exclusive use the ballroom and kitchen; it does not **NOT** include use of the pool, nor does it exclude other members from using the restrooms, card room, pool tables, library, or theater.
5. It is assumed that the member and their guests appreciate the value of the facilities and will take responsibility for assuring they are as clean and orderly when they leave as they were when they arrived.
6. The following guidelines are offered to help assure that members holding private events understand what is expected:
 - a. Member should meet with the Association Property Manager prior to the event to obtain an adequate supply of garbage bags and restroom paper products.
 - b. Do not use the audio/video equipment unless you have been granted permission to do so. Notify the Association Property Manager if you desire use of this equipment and someone will be provided to assist.
 - c. If stacking unused chairs, do not stack them more than 12 high to make them easier to unstack.
 - d. At the conclusion of the event:
 - i. All round tables (19) should be arranged in the approximate position they were before the event.
 - ii. Each round table should have 8 chairs (preferably the same style) arranged around it.

- iii. All rectangular tables should be folded and stacked against the back wall of the ballroom.
 - iv. If you use the kitchen, ensure that the sinks, counters, and floors are cleaned and ensure that the warmer ovens are OFF.
 - v. Vacuum the carpet. If any spills have left stains or there is dirt that cannot be removed by vacuuming, please contact the Association Property Manager so proper cleaning can be arranged.
 - vi. Deposit all trash in the trash containers outside the ballroom front doors – blue containers are for recyclables and brown containers are for general trash.
 - vii. If you are not sure you can manage the cleaning or want to arrange for it to be completed by someone else at your expense, please contact the Association Property Manager to make advance arrangements.
- e. If the clubhouse facilities are not satisfactorily returned to as clean and orderly condition as when you arrived, you can expect to incur a cost for cleaning and/or forfeit your deposit.
- 7. Contact the Association Property Manager if your reservation needs change or you need further assistance.
 - 8. Please enjoy our clubhouse and have a great time with your friends and guests.

MOSN II Association Property Manager:

Crystal Tomlin

ctomlin@mosaicsvc.com

(863) 874-4060