

## COMMUNITY BUILDING RESERVATION

1. Rental of the Community Building is for the sole use of the Member/occupant and all invitees must be by personal invitation, no public invitations are allowed.
2. Only Members and registered occupants of Highlands Cooperative, who are over 18 years of age, may rent the Community Building.
3. If an occupant reserves the clubhouse, the Member must sign the agreement to be fully responsible or the occupant will not be allowed to rent the clubhouse.
4. A reservation date can be held for up to 24 hours, pending the submittal of the paperwork and non-refundable rental fee.
5. A non-refundable rental fee and all necessary paper work must be submitted to the Office to hold any date for more than 24 hours.
6. At the time of making the reservation and the date the keys are picked up the Member's account must have a zero balance. This included balances between the first and the eleventh of the month.
7. A rental fee can only be refunded if the date is rented by another Member or registered Occupant.
8. A security deposit, payable by check or money order, must be paid when the Member picks up the keys. The Member or registered occupant must submit all payments in their name and must pick up the keys.
9. The Member or registered occupant renting the clubhouse must be present at all times before, after, and during the event. No one is allowed in the clubhouse without the Member or registered occupant being present.
10. The keys must be returned and the Community Building cleaned by 7 a.m. the next business day following the event.