

# Walnut Park WC Homeowner's Association

Association Communications Inc  
Homeowners Association Mgmt  
1460 Washington Blvd Suite A203  
Concord, CA 94521

(925) 672-2221 fax 672-4224

## CLUBHOUSE RESERVATION POLICY and RULES

Homeowners and their guests may reserve the Clubhouse between the hours of  
10:00 am – 10:00 pm Sunday – Thursday  
10:00 am – Midnight Friday - Saturday

1. Reservations may only be made through our managing agents,  
The clubhouse fee, made payable to Walnut Park Homeowner's Association, must be received a minimum of one week in advance of reservation date. Checks not received by this time will result in loss of the reservation. Please mail your checks to  
  
\$25
2. The fee to rent the Clubhouse at Pool II is \$75 with a conditional refundable cleaning deposit. *The association will only invoke the deposit if you leave the facility in any condition other than at pre-inspection. The entire deposit will be added to your assessment account if any action is required by the association to put the facility back in pre-inspection condition. The deposit amounts listed above in no way limit your liability for damages that may exceed this amount. Walnut Park homeowners are responsible for all damages caused by them or by their guests. By signing this agreement and using the facility you agree to the terms of the use of the facility, including having your assessment account charged for any and all charges related to damage. All such charges are subject to the association's delinquency collection policy. Funds collected from the use of the facility will be used to offset the operation of the facility.* If you wish to have the cleaning deposit returned, please provide management with a stamped, self-addressed envelope when you mail or otherwise return the clubhouse key. After thirty (30) days, your deposit check will be destroyed.
3. The homeowner is responsible for cleaning the premises immediately following the rental.
4. The deposit will be held until the premises have been inspected by a Board member or Management. No deposit will be charged provided the premises has been cleaned and there are no damages and/or rule violations and the key is returned. If the association determines that a deposit is to be charged the homeowner will be notified in writing. Any violation of the Clubhouse rules (including loud noise, vandalism to the property or use of the pool in conjunction with the rental) will result in the withholding of your full deposit. If damages exceed the deposit, the homeowner will be billed for the deposit and all additional charges, if any.
5. Please remember to take home your trash or you will be charged accordingly for removal.
6. At the end of your event, be sure to clean thoroughly, including the kitchen appliances, before depositing your keys in the mailbox located at the front of the Cabana. **BE SURE TO LOCK UP BEFORE YOU PUT YOUR KEYS IN THE DROP BOX. PLACING YOUR KEY IN THE DROP BOX SIGNALS THE ASSOCIATION THAT YOU HAVE COMPLETED ANY CLEANING YOU PLAN TO DO.**

7. The Renter shall at all times comply with the requirements of all County, Municipal, State and Federal laws, ordinances, and regulations pertaining to the premises. **Alcoholic beverages may be served but not sold on the Clubhouse premises. Under NO circumstances may alcoholic beverages be served to OR consumed by MINORS ( anyone under age 21).**
8. Parties involving minors (under 21) must have **CONTINUOUS** adult supervision with no less than one adult present for every ten minors.
9. **Wet clothing is not permitted in the Clubhouse.**
10. Clubhouse furniture shall not be removed from the Clubhouse.
11. Clubhouse furniture shall always be returned to its original location.
12. Barbecues are not permitted in the pool area or sidewalks at the clubhouse.
13. Smoking is not permitted in the Clubhouse.
14. **Reservation of the Clubhouse does not include the use of the pool and patio areas.**

I \_\_\_\_\_ owner of \_\_\_\_\_ at the Walnut Park Association,  
have read the above rules and information and agree to the terms as specified.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Walnut Park Clubhouse Rental Application**

**Return this form to;**

**Walnut Park Homeowners Association c/o**

**ices**

Association Communications Inc  
Homeowners Association Mgmt  
1460 Washington Blvd Suite A203  
Concord, CA 94521

(Please print)  
Homeowner  
Name \_\_\_\_\_

Your Address: \_\_\_\_\_

Daytime Phone # \_\_\_\_\_ Evening Phone # \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_ to \_\_\_\_\_

Type of Function \_\_\_\_\_ Number of people expected \_\_\_\_\_

Clubhouse requested: #2 \_\_\_\_\_

**Check all payments you have enclosed:**

❖ Rental Fee	\$ 25	Please indicate preferred
key delivery: 1 ..	_____	Mailed to your home
❖ Facility Deposit	\$ 75	

**Please submit two (2) checks to expedite the return of your deposit.  
Submitting one check will take three to four weeks for return of your deposit.**

### Important Information

1. There will be no refund given for any unused portions of your reserved time.
2. It is your responsibility to notify Common Interest if there are any problems with the clubhouse prior to your usage. Please be sure to take a look around before your event begins.
3. The clubhouse must be cleaned immediately following your event **NO EXCEPTIONS.**
4. **Should you cancel your reservation 48 hours** prior to the event you will receive a full refund. Should you cancel after the 48 hour cancellation period has elapsed, your rental fee will not be refunded.
5. Rental is for the entire day during the hours noted for use. Clean up is permitted after event. Clean up must be completed before 8am the following day. Please be sure to take all trash with you and **DO NOT** leave it in/at the Clubhouse.

I/We, the undersigned homeowner (s) request the use of the Walnut Park Clubhouse facilities. I/We, have read and agree to follow the rules of the Walnut Park Homeowners Association during my private use of the facility. I/We, agree that I/We are completely responsible for all persons using the facility during my rental period and shall hold harmless from and will defend the Walnut Park Homeowners Association against any and all claims for liability for any injury and/or damage to any persons and/or personal property. I/We, have read the "Walnut Park Policies and Rules Information" and agree to accept the terms and conditions for use of these facilities.

Homeowner Signature: \_\_\_\_\_

Date: \_\_\_\_\_