

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

**RESERVATION REQUEST FORM**

Clubhouse \_\_\_\_\_ Tower Lounge \_\_\_\_\_

Unit Owner or Lessee: \_\_\_\_\_

Unit #: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_ - \_\_\_\_\_  
Start End

Purpose: \_\_\_\_\_

Number of Guests expected: \_\_\_\_\_ Catering: Yes \_\_\_\_\_ No \_\_\_\_\_

**\*\*The use of these facilities is restricted to eligible Owners and Lessees who are responsible for their usage as outlined below.**

The Clubhouse is used for Association sponsored meetings and social events. This facility can be reserved at the Association Office for private gatherings, if available with a refundable deposit of \$100 paid at the time the Clubhouse is reserved. The host of the gathering is responsible for cleaning the facility following its use. If, after an inspection, the facility is found to be in the same condition as when it was reserved, the \$100 will be refunded. If not cleaned to the satisfaction of the Association office, cleaning will be done by Association staff or by an outside cleaning service (depending on degree needed) and paid for with the money left on deposit, in which case the deposit will not be refunded. The Tower Lounge may be similarly used when a unit owner in Section 6 or 7 sponsors the event.

Check Received: YES \_\_\_\_\_ NO \_\_\_\_\_

**BEFORE WALK-THROUGH**

Whispering Sands Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**AFTER WALK-THROUGH**

Whispering Sands Representative: \_\_\_\_\_ Date: \_\_\_\_\_

COMMENTS:

CHECK LIST OF ITEMS TO BE DONE BEFORE AND AFTER EVENT:

Refrigerator - Empty of all food items and wiped clean \_\_\_\_\_

Dish washer - Empty \_\_\_\_\_

Sink - Wiped clean \_\_\_\_\_

Floor - Swept & mopped \_\_\_\_\_

Counter Tops - Wiped cleaned \_\_\_\_\_

Food Cooking Items - Washed and put away \_\_\_\_\_

Coffee Maker - Cleaned out, washed & put away \_\_\_\_\_

Trash - Bagged & thrown out \_\_\_\_\_

All tables cleaned off and put back where they were found \_\_\_\_\_

All furniture rearranged should be put back \_\_\_\_\_

Clean buffet table if used \_\_\_\_\_

Carpet - All spills cleaned immediately as they may stain \_\_\_\_\_

Shut off and return all audio equipment to cabinet \_\_\_\_\_

Vacuum carpet \_\_\_\_\_

All lights shut off \_\_\_\_\_

A/C turned back to 78 degrees if changed \_\_\_\_\_

Turn off TV if used \_\_\_\_\_

Turn off all fans if used \_\_\_\_\_

BATHROOMS

Wipe off sinks & counters if heavily used \_\_\_\_\_

Sweep/Mop floor if heavily used \_\_\_\_\_

**\*\*These are just some items noted, please leave the clubhouse and tower lounge in good condition for future functions.**