



Clubhouse Reservation Request & Agreement

Reservations may only be made by owners in Fox Glen, not tenants. If renting, please have the owner of the property complete, sign, and return this form.

Submit Completed form via email to: masterhoa@foxglen.org

Owner Name: _____

Owner Address: _____

Owner Phone: _____

Owner E-Mail: _____

If this is for a Tenant, please provide Tenant contact Info:

Tenant Name: _____

Tenant Phone: _____

Tenant e-Mail: _____

I would like to reserve the Social Rooms of the Fox Glen Clubhouse for:

Date: _____

Event: _____

Time of Event: _____ until _____ (allow time for set up and cleaning)

If you need to set up night prior, please indicate what time you will need access by: _____

Please read and initial beside each statement:

_____ I understand that this reservation is made by me, an owner in Fox Glen, inviting any outside persons or groups for social activity.

An Official of the Board may, at any time during the event, enter the clubhouse.



_____ I understand that a \$25.00 fee made payable to **FOX GLEN MASTER ASSOCIATION** is required prior to the date of event. (*NOTE: A 48-hour notice is required for any cancellation of a reservation.*)

_____ I understand that I am responsible for any damages that may occur to furniture and equipment. The premises will be left in original condition, in good order, and *CLEAN*. I will remove all leftover food/ice/trash from the property. All decorations and any method of attachment are to be removed and returned to original condition.

_____ I understand that this rental does **NOT** include the pool or fitness areas.

_____ I understand that there is **NO** Smoking or Vaping in the Social Rooms, Decks or Clubhouse.

_____ I understand that I must clean the clubhouse and remove all trash after use, if I neglect to do so a cleaning fee can be assessed. Minimum fee \$150.00

Please indicate any additional Tables or Chairs that will be needed:

_____ Rectangular Folding Tables – 3’ x 6’ Size (6 Max)

_____ Folding Chairs (30 Max)

Owner Signature

Date



APPROVAL:

Approved By: _____

Signature: _____

Date: _____

Clubhouse Keys Pickup:

Name, Pickup Date & Signature

FGMA Representative Name, Signature & Date

Clubhouse Keys Return:

FGMA Representative Name, Signature & Date
