

**HORIZON HEIGHTS CONDOMINIUM ASSOCIATION
CLUBHOUSE RESERVED FUNCTION RULES**

1. **The Horizon Heights Clubhouse is for the exclusive use of the Unit residents and their guests. Non-resident owners (absentee landlords) automatically transfer their rights to reserve the Clubhouse to their lessees when their units are occupied by renters/lessees.**
2. **A resident who wishes to reserve the clubhouse for a private function must BOTH sign the reservation list in the clubhouse AND complete the reservation form and send it to the Property Manager at least two weeks prior to the event. A copy of the approved form must be displayed on the clubhouse bulletin board prior to the event and posted on the pool gate during the event. Reservations are on a "first-come" basis. Informal gatherings of up to 20 Horizon Heights residents may sign for clubhouse use directly and notify property management with a copy of the form prior to 48 hours preceding the event.**
3. **A Use Fee and a certificate of liability insurance coverage may be required for functions which involve primarily non-resident, non-family guests. The maximum number of individuals permitted for such functions shall be limited to the official seating capacity of the clubhouse, per the posted fire department limit.**
4. **No usage fee or evidence of liability shall be required for functions involving only Horizon Heights residents and their house guests.**
5. **All residents must be permitted to use the pool and spa when a private function is in progress. Exclusive use of the pool and spa is NOT permitted.**
6. **No glass container of any type is permitted within the gates of the Horizon Heights pool. This includes drinking glasses, ceramic mugs, glass bottles and dishes.**
7. **The kitchen areas and rest rooms are to be cleaned at the conclusion of the function so that they are in the same or better condition than prior to their use. If these areas are not satisfactorily cleaned, the owner of the unit whose resident sponsored the function will be billed for janitorial services.**
8. **All garbage and trash is to be placed in plastic garbage/trash bags, tied, removed from the clubhouse and adjoining areas, and placed in the sponsoring resident's trash receptacles at their unit.**
9. **Pool furniture must remain outside the clubhouse and the folding clubhouse chairs are to be used only within the clubhouse.**
10. **If heat or air conditioning is used within the clubhouse, the doors must be closed. All lights and the heating/air conditioning system are to be turned off at the conclusion of the event.**
11. **Pool gates and the rest room doors are to be closed and locked at all times. Ingress/egress must be controlled by the sponsoring resident with their own key. All posted pool and clubhouse rules are to be enforced by the sponsoring resident if non-resident guests are present.**

HORIZON HEIGHTS CONDOMINIUM ASSOCIATION BOARD OF DIRECTORS

Policy regarding the use of alcohol at events at the clubhouse/pool complex.

Under the advice of our insurance carrier, the policy governing the use of our clubhouse/pool complex for any and all Association-sponsored events precludes the serving of any alcoholic beverages. The Association cannot afford any responsibility for events where alcohol is served.

Policy to require insurance for resident-sponsored social events at the clubhouse/pool complex.

All social events held at the Horizon Heights clubhouse/pool complex and sponsored by residents must be covered by a liability insurance policy having a face value of \$100,000.00. Such a policy must be obtained by the resident/residents sponsoring/hosting the event and a certificate of insurance verifying the coverage must be filed with property management at least 72 hours prior to the event. If alcohol is to be served, the policy must explicitly state that any claims resulting from such consumption are covered.

Adopted by the Board of Directors at the regular meeting of January 21, 2009

Clubhouse Reservation Application
HORIZON HEIGHTS CONDOMINIUM ASSOCIATION

PO Box 27066, Tucson, AZ. 85726 Phone: (520) 388-9792

Fax: (520) 388-9940

Street Number _____ Date _____

Resident(s): _____ Phone _____

Date Requested: _____ Hours Requested: _____

Function Description: _____

Total Number of Attendees: _____ (Clubhouse Maximum Permitted Seating is 20 persons.)

This function is primarily for (check one): Horizon Heights Residents Non-resident Guests

This form must be submitted to Cardinal Management at least 2 weeks prior to event.

Please read the rules and conditions on the reverse side. Remember, this request is only for the Clubhouse. The pool may NOT be reserved - it is always available to Horizon Heights residents even when the Clubhouse is being used for a private function. Please also remember the parking rules for vehicles - no on-street parking is allowed and the Owner making the reservation is responsible to see that all function attendees follow parking, pool, and clubhouse rules. Rest room doors and the pool/clubhouse enclosure gate MUST be kept closed and locked at all times except for actual ingress/egress. No running, jumping, or diving is permitted within the pool area.

I hereby certify that I have read and understand the rules above and on the reverse side and that I and my guests will comply with them.

Signed: _____ Date: _____

APPROVED: _____ DATE APPROVED _____

DATE POSTED ON HORIZON HEIGHTS BULLETIN BOARD: _____

COMMENTS _____

PLEASE PRINT

PLEASE READ RULES ON THE REVERSE SIDE PRIOR TO SIGNING.