

RESERVING THE CLUBHOUSE

To reserve the Telluride Clubhouse, please do the following:

- 1) Request a Clubhouse Use/Reservation Form from a current Board member or call the property manager, Teri Foust, at (303) 232-9200 and ask for one to be mailed or e-mailed to you.
- 2) Thoroughly read the terms and conditions.
- 3) Sign and date the form.
- 4) Mail or physically drop off your application, along with your \$25.00 Clubhouse Use Fee to:

Teri Foust, CMCA®, AMS®, PCAM®
Colorado Association Services
14142 Denver West Parkway, Suite 350
Lakewood, CO 80401

Note: Tenants (renters) must also provide written permission from the owner of the unit in which they reside. See form below.

Once your application is approved, you will be mailed a copy of the Reservation/Use Form and contacted to arrange the Clubhouse pre-use walk-through (Check-in).

Once Check-in is finished and you have signed the rental agreement and provided a \$200.00 Damage Deposit, you will be given a key to the Clubhouse. Arrangements will also be made for Check-out at this time.

OWNER PERMISSION FORM

I am aware that _____, the tenant who resides in my unit at Telluride Condominiums, has requested use of the Clubhouse on _____. I understand that in the event the Clubhouse is not adequately cleaned after use and/or there is damage to the unit, I will be held responsible for any cleaning/damage costs not paid by my tenant. These charges will be added to my unit's account and will be due and payable at the time of the next monthly assessment.

I understand the above and give permission for my tenant to apply for use of the Clubhouse.

Homeowner Signature: _____ Building #: _____ Unit # _____

Date: _____ Telephone No.: _____ E-mail: _____

TELLURIDE CONDOMINIUM ASSOCIATION CLUBHOUSE RESERVATION/USE AGREEMENT

Clubhouse Use Rules:

- Use of the clubhouse is limited to residents of Telluride Condominiums in good standing and their guests (up to a maximum of 50 persons).
- To reserve the clubhouse, this Reservation/Use Agreement must be executed.
- Tenants (renters) may reserve the clubhouse and execute this Agreement with written permission from the owner of the unit in which they reside.
- The resident who reserves the clubhouse must be present at all times.
- Reservations for clubhouse use are required and will be accepted by the management company on a first come, first serve basis.
- Check-in and check-out will be performed by one of the current Telluride Board members, their designee and/or the management company.
- The clubhouse must be cleaned immediately after use. This includes vacuuming the carpet and removing any stains, mopping the kitchen, hallway and bathroom floors, wiping down countertops, kitchen equipment and restroom sinks/fixtures and removing trash and fireplace ashes.
- Required fee and deposit:
 - Users are required to pay a non-refundable clubhouse use fee of \$25.
 - A \$200.00 damage deposit shall be provided at the time of check-in. This damage deposit will be returned at the time of check-out, if the clubhouse is found to be clean and without damage. Any cleaning or damage repair costs will be deducted from the deposit. If these costs exceed \$200.00, the remainder will be charged to the account of the resident's unit. In the event a tenant reserves the clubhouse, the owner of the unit will be responsible for any amount not paid by the tenant. These charges are due and payable at the time of the next monthly assessment. The Association will take action to collect unpaid cleaning/damage repair costs as provided by law.
 - Cleaning and repairs done by the Association will be billed at a rate of \$20.00 per hour plus materials.
- Clubhouse use is limited to the hours of 8:00 a.m. to 1:00 a.m. Friday through Saturday and between 8:00 a.m. and 11:00 p.m. Sunday through Thursday. Use may include the pool area during normal pool hours.
- Noise must be kept at reasonable levels at all times.
- The consumption of alcoholic beverages must conform to state law.
- * No pets are allowed in the clubhouse or pool area.
- Guests must abide by the parking and pool regulations of the Association.
- Failure to abide by the clubhouse rules shall result in immediate cessation of activities and, at the discretion of the Board of Directors, may result in withdrawal of clubhouse privileges for a period of six (6) months.

My signature acknowledges that I have read the above terms and conditions for reserving the clubhouse and I agree to comply and to be responsible for the actions of my guests. I further agree to hold the Telluride Condominium Association harmless of any liability.

I request the use of the clubhouse for the following:

Date: _____ Time: _____ a.m./p.m. to _____ a.m./p.m.

Tenant/Homeowner Signature: _____ Building #: _____ Unit #: _____

Home Phone: _____ Work Phone: _____ Email: _____

Office Use Only:

___ Written permission of owner provided, see attached.

___ Account status checked.

___ Clubhouse \$25.00 Use Fee included

___ Check #: _____ Received By: _____ Date: _____

CLUBHOUSE RENTAL

Below is a list of the clubhouse contents whose condition will be evaluated before and after use.

CHECK-IN

Kitchen Area	Clean?	Damage?	Comments/Description
Counter Tops			
Microwave			
Sink			
Blinds			
Trash Can			
Floors			
Bathroom			
Sink/Fixtures			
Toilet			
Trash Can			
Walls			
Floors			
Hallway			
Floors			
Walls			
Refrigerator			
Living Room			
Sofa - South Wall			
Love Seat - North Wall			
Lamps (2)			
Lamp Tables (2)			
Coffee Table			
Walls			
Carpet			
Curtains/Blinds			
Folding Chairs #			
Tables - #			
Other -			

I have reviewed the condition of the Clubhouse with _____ and agree with the assessment and comments listed above and have been provided with a key to the unit.

Date: _____ Time: _____ a.m./p.m. to _____ a.m./p.m.

Tenant/Homeowner Signature: _____ Building #: _____ Unit #: _____

Home Phone: _____ Work Phone: _____ Email: _____

\$200.00 Damage Deposit provided

Check #: _____ Received By: _____ Date: _____

CLUBHOUSE RENTAL

Below is a list of the clubhouse contents whose condition will be evaluated before and after use.

CHECK-OUT

Kitchen Area	Clean?	Damage?	Comments/Description
Counter Tops			
Microwave			
Sink			
Blinds			
Trash Can			
Floors			
Bathroom			
Sink/Fixtures			
Toilet			
Trash Can			
Walls			
Floors			
Hallway			
Floors			
Walls			
Refrigerator			
Living Room			
Sofa - South Wall			
Love Seat - North Wall			
Lamps (2)			
Lamp Tables (2)			
Coffee Table			
Walls			
Carpet			
Curtains/Blinds			
Folding Chairs #			
Tables -#			
Other -			

I have reviewed the condition of the Clubhouse with _____ and agree with the assessment and comments listed above. I have returned the key to the unit.

Date: _____ Time: _____ a.m./p.m. to _____ a.m./p.m.

Tenant/Homeowner Signature: _____ Building #: _____ Unit #: _____

Home Phone: _____ Work Phone: _____ Email: _____

_____ Damage Deposit Returned

_____ Clubhouse Key Returned

_____ Damage Deposit **NOT** Returned

_____ Unit needs cleaning

_____ Damage has occurred

Evaluation performed and key received by: _____ Date: _____

