

**THE LAKES OF JACARANDA
CLUBHOUSE RESERVATION PROCESS (NEW as of 12/20/14)**

1. Contact Keys-Caldwell, Inc., if possible, not less than five (5) days before your scheduled function. If the date you want is available, fill out and sign this form to formally request the clubhouse for your event. **Keep a copy for the inspector to sign off on so you may get your deposit back.** To book the LOJ Clubhouse you must be an LOJ resident and will be asked to present a photo ID and proof of residency.
2. The date closest to your event (Monday – Friday) you may pick up your key to the clubhouse at Keys-Caldwell during working hours. For private parties be prepared to leave a damage deposit of \$500 and a non-refundable user fee of \$50. Once the form, deposit & fee are received, Keys-Caldwell will give you the key and instructions on clubhouse care. The key is due back to Keys-Caldwell the next business day following your event.
3. An inspection by an LOJ Board member or a designate will be conducted BEFORE & AFTER your function. If after final inspection no damage has occurred the Board member or designate will sign the copy of your rental form and release your deposit. Your deposit will be given back to you in part or in full after the final inspection.
4. You may be present during both inspections. However you will need to make those arrangements ahead of time. If you choose to be present, PLEASE be at the clubhouse at the agreed-upon time regarding the inspection.
5. **Guests are not permitted to use the pool due to liability since no life-guard is on duty. The lanai area is NOT included in this reservation.**
6. Maximum occupancy is 100 persons.

CLUBHOUSE RULES

I have read, understand and acknowledge the foregoing rules as set forth by the Board of Directors of THE LAKES OF JACARANDA HOMEOWNERS ASSOCIATION, INC. and agree to abide by these rules:

NAME (PRINT) _____

SIGNATURE _____

LOT # _____ ADDRESS _____

PHONE # _____

TODAY'S DATE: _____

DATE(S) REQUESTED _____

TIME: FROM _____ TO _____ (Include set up times)

PURPOSE _____

NUMBER OF GUESTS _____

INITIAL THAT DIAGRAM WAS RECEIVED _____

INSPECTION SIGN-OFF:

RESIDENT _____ DATE _____

INSPECTOR _____ DATE _____