

## CLUBHOUSE RESERVATION/RENTAL APPLICATION

# Forest Creek Clubhouse Reservation/Rental Application

A Patron desiring to sponsor an event at the Forest Creek Clubhouse may apply to reserve or rent the Clubhouse to include the Clubhouse parking lot.

**NOTE: The following District property is NOT available for reservation or rental: the pool/spa facility, fitness center, basketball court, gazebos, playgrounds, dog park, docks, open areas, and any other District property. Usage of all District property shall be in accordance with the Forest Creek CDD District Facilities & Common Areas Rules & Policies.**

Applications for reservation or rental must be submitted at least one-week prior to the event to the Operations Manager at the Clubhouse, 11685 Old Florida Lane, Parrish, FL 34219 and must include all deposits and fees. Some events may require CDD Board approval, which shall occur only at a regularly scheduled monthly meeting. Applicants should plan accordingly.

Per the Parrish Fire Marshall, the Clubhouse occupancy is limited to **34 people**.

### **Key Definitions:**

Guest – Patrons (*as defined in the Forest Creek CDD District Facilities & Common Areas Rules & Policies*) may invite guests to use District Facilities and Common Areas. Guests must be always accompanied by a Patron and are limited to a maximum of five (5) per Patron or ten (10) per Patron household at any time. Patrons are responsible for all guest's behavior and compliance to all District's Rules, Policies and Regulations.

Mobile Food Vendors – shall mean a free-standing food vendor sponsored by a Patron via a Clubhouse Reservation. Mobile Food Dispensing Vehicles (food trucks, ice cream trucks, etc.) and Hot Dog Carts must be licensed by Florida Department of Business and Professional Regulations, Division of Hotels and Restaurants and must provide documentation of such license prior to entering or providing services upon District property. All Mobile Food Vendor events are to be open to all Patrons and as such, only requires a reservation application.

Rental – Patron rental of the clubhouse is required when the event is not open to all Patrons, i.e. private parties. The Sponsoring Patron will submit a completed rental application to the Operations Manager. The application form can be found on the District website.

Reservation – Patron reservation of the clubhouse is required for any event including six (6) or more attendees which event is open to all Patrons. The Sponsoring Patron will submit a completed reservation application to the Operations Manager. The application form can be found on the District website.

Recurring Reservations – Reservations for recurring (monthly) events can be reserved on a single application with a single deposit provided it is the same Sponsoring Patron for each event. Changes in the Sponsoring Patron will require a new application and deposit. Deposits are refunded, less damages and cleanup costs, to the Sponsoring Patron when the recurring reservation expires or is withdrawn.

### **Schedule Conflict Resolution:**

- All applications are first-come, first-served. Scheduled reservations take precedence over a rental application in the event a rental is requested that overlaps a scheduled reservation.
- There are two rooms within the Clubhouse: the 'main room' and the 'pool table room'. It is permissible for separate reservations for the 'main room' and 'pool table room' at the same time if the two Sponsoring Patrons agree.

General and Clubhouse specific rules are contained in the Forest Creek CDD District Facilities & Common Areas Rules & Policies and can be found on the District website: [www.ForestCreekCDD.org](http://www.ForestCreekCDD.org)

## CLUBHOUSE RESERVATION/RENTAL APPLICATION

### SPONSORING PATRON RESPONSIBILITIES:

- A Patron (see Forest Creek CDD District Facilities and Common Areas Rules for definition of Patron), 18 or older may apply to reserve or rent the Clubhouse by completing this application as the Sponsoring Patron.
- The Sponsoring Patron must submit the application at least one-week prior to the event to the Operations Manager at the Clubhouse, 11685 Old Florida Lane, Parrish, FL 34219 and include all deposits and fees. Some events may require CDD Board approval which shall only occur at a regularly scheduled monthly meeting so applicants should plan accordingly. The Operations Manager will ensure approved events are posted on the District's event calendar.
- The Sponsoring Patron is responsible for knowledge of and compliance with the Forest Creek CDD District Facilities and Common Areas Rules and the processes & rules in this application.
- The Sponsoring Patron is responsible for vehicle gate entry of guests and the parking of guests. Parking on the grass or landscaping is strictly prohibited.
- The Sponsoring Patron is responsible for the cleanup as listed below.
- The Sponsoring Patron must complete and submit Clubhouse Cleaning Checklist to the Operations Manager within 2 days after event.
- **IN CASE OF EMERGENCY, CALL 911 (there is an emergency phone outside the pool entrance).** Then, notify the District Manager at (813) 991-2116 or Operations Manager at (813) 707-4703.
- For non-emergencies, notify the Operations Manager at (813) 707-4703.

### RESTRICTIONS:

- Per Parrish Fire Marshall, the entire Clubhouse occupancy is limited to **34 people**.
- Smoking of any kind, including but not limited to cigarettes, electronic cigarettes, and vaping, and chewing tobacco is not permitted in the Clubhouse. All smoking materials must be used outside and must be placed in approved containers.
- Clubhouse may only be used during the posted hours of operation.
- The Clubhouse may not be reserved for commercial solicitation purposes or craft vendors. Sponsoring Patrons and their guests are not permitted to receive any fee or compensation related to the rental or reservation.
- Rental or Reserved events shall not exceed five (5) hours in length.
- The pool, spa, basketball court, or fitness center cannot be reserved or rented.
- Pool or spa usage will be in accordance with the Forest Creek CDD District Facilities and Common Areas Rules.
- To prevent slips and falls due to wet floors, Pool or SPA users must completely dry-off before entering the Clubhouse. Do not cut through the Clubhouse to use the restrooms.
- The Clubhouse, Pool/SPA or Restrooms entry doors shall **NOT** be propped open at any time.
- Bounce houses, slides, and other party rental equipment/accessories are NOT allowed at the Clubhouse, parking lot or surrounding areas.
- Do not move the pool table. Food is not allowed on the pool table at any time. Cover the pool table when done playing.
- Do not bring pool furniture (tables and/or chairs) into the Clubhouse.
- Taping, tacking, nailing, or stapling decorations to the ceiling or walls is strictly prohibited (painter's tape is allowed). Do not attach anything to the fans, cover EXIT signs or security cameras. Stand up decorations and table-top decorations are permitted.
- No political campaign signs, flyers or related documents may be posted or disseminated in or on any District property, to include parking lots, including District bulletin boards.
- Alcohol - Sale of liquor or alcoholic beverages in or on District Facilities is prohibited.
- Glass containers – no glass containers are allowed outside of the Clubhouse.
- All sounds emanating from the Clubhouse or parking lot shall be maintained at such volume as to not become a nuisance or unreasonable annoyance to other Patrons or nearby residences.
- No pets or animals, except service animals, are allowed in the Clubhouse or the Pool/spa area.
- The Air Conditioning/Heating thermostat may not be altered or changed without District approval.
- Gambling, including 50/50 raffles, and other activities prohibited by Chapter 849, *Florida Statutes*, are prohibited.
- Cover charges for event prizes or disbursements are prohibited.
- Charging or collecting fees for instructors is prohibited.
- Fund raising events such as pancake breakfasts and hamburger/hotdog cookouts are allowed.
- Donations and tips are allowed.
- Fireworks are prohibited on District property.

## **CLUBHOUSE RESERVATION/RENTAL APPLICATION**

### **PAYMENT:**

- **Deposits:** A deposit of \$100.00 (USD) is required each reservation or rental.
  - Reservations for recurring (monthly) events can be reserved on a single application with a single deposit provided it is the same Sponsoring Patron for each recurring event. Changes in the Sponsoring Patron will require a new application and deposit.
- **Fees:** A non-refundable fee of \$25.00 (USD) is required for each rental.
- Checks/money orders should be made payable to 'Forest Creek CDD' and included with the application.

### **ACTIVITIES:**

- Food Trucks type events:
  - The Sponsoring Patron must complete the application to reserve the clubhouse AND Clubhouse parking prior to the event(s) and provide the District with a copy of each Vendor's Certificate of Insurance naming the District as an Additional Insured, preferably with limits of liability at least equal to the District's and Vendor's DBPR license, if any.
  - Mobile Food Vendors are restricted to the Clubhouse parking lot and the event must be open to all Patrons.
  - Vendors may not block either entrance, drive aisles, access to the clubhouse or handicapped parking spaces. Vendors cannot provide alcohol. Vendors must remove their own trash.
  - The Sponsoring Patron is responsible for cleanup of the parking lot.

### **CLEANUP:**

- The Clubhouse, restrooms and parking lot must be left in the same condition they were in prior to the reservation or rental.
- If Clubhouse furniture has been moved, return furniture to its original location.
- Do not leave food or beverages in the refrigerator.
- The Sponsoring Patron is responsible to provide trash bags for disposing of all trash, food containers, and decorations in the dumpster in the parking lot.
- When leaving the Clubhouse, ensure all doors are closed and secured, and the TV and lights are off.
- Notify the Operations Manager at (813) 707-4703 of any problems or issues as soon as possible.
- The Sponsoring Patron will complete and submit the Clubhouse Cleaning Checklist to Operations Manager within 2 days after each event. The Operations Manager will review and confirm the accuracy of the completed checklist.

## **CLUBHOUSE RESERVATION/RENTAL APPLICATION**

### **DISCLAIMER, INDEMNIFICATION AND RELEASE**

#### **(From District Facilities and Common Areas Rules)**

The rules and regulations listed herein are in addition to applicable state laws, county ordinances, and homeowners' association (HOA) rules and regulations. To the extent there is any conflict between these rules and regulations and state law, county ordinances, or other applicable law (collectively, "Laws"), the Laws shall prevail. To the extent there is any conflict between these rules and regulations and any rules of the HOA, these rules and regulations prevail.

The District and its supervisors, managers, management company, District Counsel, District Engineer, agents, employees and officers (collectively "District Parties") shall not be liable for, and all users and Patrons of any District Facilities or Common Areas hereby and as a condition of their use of the District Facilities and Common Areas, for themselves and their guests, release, indemnify, and hold harmless the District Parties of and from any and all claims, costs, liabilities, or damages (collectively, "Claims"), including any Claims for injury to person or damage to property, arising from or related to the entry upon or use of the District Facilities or Common Areas, including any Claims arising from any fire, accident, occurrence, theft or condition, known or unknown, in or upon the District Facilities or Common Areas or other District property.

The District shall not provide any protection or supervision for the personal safety or security of any users or Patrons of any District Facilities or Common Areas, including any lake, recreation area, wetland, nature area or any other component of the District Facilities and Common Areas, including pool, spa, clubhouse, and playgrounds. All users, Patrons, and their guests use such District Facilities and Common Areas at their own risk. All users, Patrons, and their guests are hereby notified and understand and agree that from time-to-time wildlife, including but not limited to: alligators, snakes, ants, bees, wasps, and other stinging or insects (collectively "Wildlife") may inhabit or enter the District Facilities and Common Areas and may pose a threat to persons, pets, and/or property. As a condition of their use of the District Facilities and Common Areas, all users, Patrons, and their guests are hereby notified, and understand and agree, that the District Parties are under no duty to protect against and do not in any manner warrant or insure against, any death, injury or damage caused by such Wildlife or any other condition in or upon the District Facilities or Common Areas. All users, Patrons, and their guests entering or using any District Facilities and Common Areas do so at their own risk and hereby, for and on behalf of themselves and their family members, tenants, and guests, agree to indemnify, defend, and hold the District Parties harmless from and against any and all Claims of any nature or kind arising from or related to such use of or entry upon any District Facilities or Common Areas.

## CLUBHOUSE RESERVATION/RENTAL APPLICATION

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

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

**What type of application (select one)?**

- Reservation
- Rental
- Recurring Reservation

Event Description:

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Per Parrish Fire Marshall, the Clubhouse occupancy is limited to **34 people.** \_\_\_\_\_ (*sponsoring patron's initials*)

**NOTE: The following District property is NOT available for reservation or rental: the pool/spa facility, fitness center, basketball court, gazebos, playgrounds, dog park, docks, open areas, and any other District property. Usage of all District property shall be in accordance with the Forest Creek CDD District Facilities & Common Areas Rules & Policies.** \_\_\_\_\_ (*sponsoring patron initials*)

**Food Truck Events need to have Vendor's Certificate of Insurance naming the District as an Additional Insured and DBPR License information, if any, attached to the application.**

Event Date(s): \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Maximum Number of People Attending: \_\_\_\_\_

Sponsoring Patron's Name: \_\_\_\_\_

Sponsoring Patron's Address: \_\_\_\_\_

Sponsoring Patron's Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

If the Clubhouse fails inspection after your event in the sole discretion of the District, all charges and costs for cleaning and repair of any damages arising from or related to your reservation or rental shall be deducted from the deposit and the remaining amount, if any, shall be returned to the Sponsoring Patron. Failure to adhere to the rules will result in denial of future reservations and rentals.

Sponsoring Patron's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Please submit application and payment to District Operations at the Forest Creek Clubhouse**

**Checks returned for any reason will result in an additional fee.**  
**Date Deposit Returned:** \_\_\_\_\_ **Check #** \_\_\_\_\_ **Amount \$** \_\_\_\_\_

**CLUBHOUSE CLEANING CHECKLIST**  
**(required after each event)**

Name of Sponsoring Patron: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time Event Started: \_\_\_\_\_ Time Event Ended: \_\_\_\_\_

Employee Inspecting: \_\_\_\_\_

OK	Not OK	Check Off Item
		Sponsoring Patron used their own cleaning supplies
		Facility cleaned and vacated by checkout time
		No decorations on walls, window dressings, fans or ceilings
		Entry door, pool gate, and restroom doors not propped open at any time
		No bathing suits in Clubhouse
		Pool/SPA, if used, complied with resident-to-guest limitations
		No Smoking electronic cigarettes, vaping, or chewing tobacco in the Clubhouse.
		Floor was properly swept, mopped and cleaned
		Tables and chairs cleaned and returned to storage position
		Trash emptied and placed in dumpster with new bags in trash receptacles
		Cabinets cleaned and empty
		Counter tops cleaned
		Refrigerator clean and empty
		Thermostat untouched and secure
		No damage caused to facility
		Restrooms, Clubhouse, and parking lot cleaned
		All doors are closed and secured, and the TV and lights are off when leaving

Please describe any damage resulting from your event:

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All check off items must be completed following the end of the reservation or rental. Complete checklist and submit to Operations Manager within 2 days after each event.

All charges and costs for cleaning and repair of any damages arising from or related to the reservation or rental, including failure to complete any of the check off items listed in the Checklist, will be deducted from the deposit and the remaining amount, if any, shall be returned to the Sponsoring Patron as soon as possible following the reservation or rental.

Deposits for recurring reservations shall be refunded, less costs for cleaning and repair of any damages, to the Sponsoring Patron when the recurring reservation expires or is withdrawn.

Final decision on deposit refund is at the District Operation Manager's sole discretion, unless otherwise directed by the Board of Supervisors.