

DATE APPLICATION RECEIVED: \_\_\_\_\_  
(OFFICE USE)

## Woodbridge Park Homeowners Association, Inc.

### CLUBHOUSE/RECREATIONAL FACILITY REQUEST

NAME(S) OF HOST(S)/RESIDENT(S): \_\_\_\_\_  
\_\_\_\_\_

PROPERTY OWNER'S NAME, ADDRESS, AND PHONE NUMBERS(S):  
(IF NOT PERSON MAKING REQUEST)

\_\_\_\_\_

RESIDENT/PROPERTY ADDRESS: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

REQUESTED DATE OF RENTAL: \_\_\_\_\_

I request exclusive use of the Woodbridge Park Clubhouse (does not include pool use) on the above listed date from \_\_\_\_\_:\_\_\_\_\_(am/pm) to\_\_\_\_:\_\_\_\_\_(no later than 10:00PM ) to host a (type of function, such a meeting or wedding reception \_\_\_\_\_) subject to rules contained in the WOODBRIDGE PARK ASSOCIATION, INC. HOMEOWNER AND TENANT RULE BOOK. The clubhouse's maximum capacity is 30 people. Alcoholic beverages will/will not (please circle one) be served. Entertainment of the following type will be provided (recorded music, live band, etc. or none) \_\_\_\_\_.

**I am enclosing two (2) separate checks, payable to: WOODBRIDGE PARK HOMEOWNERS ASSOCIATION, INC.** One check in the amount of thirty-five dollars (\$35.00), is a non-refundable fee to defer utility and inspection cost. The other check is the amount of one –hundred dollars (\$100.00), is a deposit, which will be refunded to me if I leave the clubhouse in good repair and in the same condition of cleanliness in which I found it **(if I wish to have my deposit returned by mail, I must enclose a self-addressed stamped envelope with this request.** The clubhouse key will be mailed or pick up at Spectrum (please check one), prior to the rental date. If I notice cleanliness or repair discrepancies upon my acceptance of the clubhouse, I will immediately call you at (805) 642-6160 to report such discrepancies. I understand that I (or owner of my unit) will be fully responsible for repairs or cleaning required as a result of my use of the clubhouse. I will also pay bona fide cleaning or repair charges in excess of my \$100.00 deposit.

The key must be returned either to Spectrum Property Services or by mailed no later than 3 days after rental. If key is not returned in a timely matter, I will pay a \$15.00 service charge to cover replacement of key.

I have read, understand, and agree to abide by the clubhouse use rules as stated in my Rules & Regulations booklet, and by any revisions and/or additions to such rules, including the conditions contained herein.

Resident/Host Signature\_\_\_\_\_ Date: \_\_\_\_\_

**HOMEOWNER STATEMENT IN CASE OF TENANT'S REQUEST:** I, \_\_\_\_\_

\_\_\_\_\_(property address), hereby certify that the person making this request is my tenant, who occupies my unit. I understand and agree that as the homeowner and Association member, I am subject to compliance with the specified rules in this request and the consequences of any violations thereof committed by my tenant and/or my tenant's guests.

Homeowner\_\_\_\_\_ Date\_\_\_\_\_

**\*\*Non-resident owners, who have, by the rental of their units, delegated their right to use the common area to their tenants, are not permitted to use the Clubhouse.**

Please contact Management at (805) 642-6160 least two weeks prior to the date of your request to check on availability. Clubhouse reservations are recorded only upon receipt of this completed form and required fees.
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