



TIMBERLAKE COMMUNITY CLUB, INC.

2880 E Timberlake W Drive

Shelton, WA 98584

Phone: 360-427-8928 * Fax: 360-427-1755

Email: timberlakeecc@hctc.com * Website: timberlakeecc.com

Multipurpose Center and Equipment Usage Reservation Policy

1. Application and arrangements for usage are to be made through the Timberlake Office.
2. The Facility and/or Equipment may be used by the Owner of Record (as responsible person) in Good Standing and their guests only for no more than 4 days per month and no more than 2 consecutive days.
3. All tables and chairs needed for your event must be reserved at the time of completing the application. The Equipment will be set out and put away for you. There is no access to the storage area.
4. Number of persons is limited to 49 **per fire code**.
5. No games or activities are to take place that would damage the building or contents.
6. Children under 18 must be under the supervision of an adult or adults depending upon the number of young people (**1 adult supervisor for every 10 children**). Adults to be in attendance at all times.
7. Only one group may reserve the facility on a given day.
8. A \$25.00 deposit is required, which will be refunded after Inspection of the premises verifying no damage and clean-up is complete or that equipment is returned in good repair.
9. **Members are responsible to dispose of their own trash from the MPC after their rental.**
10. **No gambling** of any kind is allowed in the building.
11. **No smoking, or alcoholic beverages** allowed in the MPC. This regulation is in harmony with the prohibition of alcohol in Timberlake's other recreational areas.
12. **No abusive or obscene language** allowed in the building.
13. Reserve your date for usage at least two weeks in advance whenever possible.
14. Doors shall be closed and locked by the responsible Member and all inside lights to be turned off.
15. The cost of any damage to the facility or the equipment in facility will be charged to the reserving member.
16. A key to the MPC must be picked up by the member who is on the application one business day prior to date of MPC rental. The key must be returned either in the drop box or turned into the office on the first business day after the date of the MPC reservation.
17. Reservations may be cancelled one week prior to reservation date and the \$25 deposit will be returned in full, if cancelled less than a week prior to the reservation the \$25 deposit will not be returned.
18. Any violation of this policy will be grounds for the loss of any future use of the MPC or other Timberlake common areas or Timberlake equipment by the responsible individual or group.
19. Timberlake official business takes precedent over any other activity. All efforts will be attempted to notify affected groups/individuals of cancellations.
20. Member will sign the reservation form acknowledging they will follow the rules and that they understand the cost of any repair or replacement of equipment will be at their expense.
21. Member making the reservation must be present at the time of the event.
22. No Rental of the **MPC** or **Parks** is allowed with the intent to charge or make a profit for services.

****Note** The MPC is used for Bi-monthly Board and Committee Meetings, please check to see if date is available.**

Date Revised: 1/15/2020



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AGREEMENT

This Agreement is between Timberlake Community Club and a Member of the Club, who signs below. The Member is either signing as an individual, or as an authorized representative of a group, as indicated on the signature line.

The purpose of this Agreement is to make sure that everyone involved understands the terms and conditions that apply to the Member's rental or use of Timberlake facilities, including buildings and other property (facilities). The Member wants to use a Timberlake facility, and Timberlake wants to make its facilities available, but Timberlake also wants to be clear about what it is responsible for.

When a Member wants to use a Timberlake facility, the Member is responsible for (1) taking a close look at the facility and making sure that there are no dangerous conditions that threaten the safety of anyone who participates in the use; and (2) following all Timberlake rules, written and oral, for the use, and (3) making sure all users follow these rules as well. Timberlake is responsible for keeping its facilities reasonably safe, but the Member is responsible for a reasonable inspection of the facilities and reasonable use of them, according to the rules, for the Member and for anyone else associated with the Member. Every Member who uses the facility under this Agreement must sign it, or a copy.

The Member waives and releases and forever holds harmless, and promises to defend and indemnify Timberlake, and anyone or any entity related to Timberlake in any relevant way, from any and all liability, claims, and demands of whatever kind or nature, which may arise from or are related in any way to the Member's use of Timberlake's facilities, or the use of these facilities by anyone associated with the Member, and which are not the sole fault of Timberlake.

I understand that without my Agreement, I would not be able to use Timberlake facilities and/or property.

Member (print name)

Member (sign name)

Member (print name)

Member (sign name)

Telephone Numbers:

Emergency contact information (print):

Address:

Email:



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RESERVATION APPLICATION FOR MULTIPURPOSE CENTER

Date of reservation _____ Reserve Start Time: _____

Member's Name (Print Name) _____ Phone: _____

Division ___ Lot ___

Purpose: _____

Equipment necessary: _____ - number of table(s) _____ - number of chairs

****Please complete this section so tables and chairs can be set out for you, there is no access to the storage area where they are kept.**

Number of People who will attend (no more than 49 per fire code) _____

Verification – deposit of received by _____

I understand that I must comply with the Multipurpose Center Reservation Policy. I received a copy of the policy and agree that I will comply and that the Multipurpose Center will be left in the same manner in which I reserved it. I agree to pay for any equipment lost or damaged during my use of the MPC. I understand the cost of repair and/or replacement will be added to my account. I also understand that community business takes precedence over my reservation. If my reservation must be canceled I will be notified in a timely manner.

Signature of Member

(Office Use Only)

Member in good standing? Yes ___ No ___ Verified By _____

MPC Clean? Yes ___ No ___

Key Returned? Yes ___ No ___ (\$50.00 if not returned.)

Equipment OK? Yes ___ No ___

Deposit Refunded: _____ Date: _____ **Employee signature** _____

Reason if full deposit is not refunded: _____

Date Revised: 1/15/2020