

# High Forest Ranch Community Lodge Reservation and Usage Agreement

## Lodge Rules and Use:

The lodge is a commonly owned area and a wonderful asset to our community. All residents/lot owners are expected to abide by the rules set forth in this Reservation and Usage Agreement as well as take pride in and assume responsibility for the appearance and condition of the lodge. The HOA Board of Directors reserves the right to deny usage to any resident/owner who is not in good standing (**must be in good standing at the time your reservation is made and on the date of your reservation**).

The lodge is a smoke-free area. Smoking in the lodge, portico, play area, sport court, field, deck or patio is strictly prohibited.

When using the lodge, you have access to the surrounding area to include the parking lot, play equipment, sports court and/or field. However, the field and sports court need to be identified on your reservation form if you will be in need of these areas. Some areas in and around the lodge may be restricted from access or use. A fine of \$200 will be assessed if any attempt is made to use an unauthorized area.

The resident/lot owner must be present at the event/function they are hosting and are responsible for the personal conduct, safety and welfare of their guests while on the premises. Children under 18 years of age are not allowed to be in the lodge, unless accompanied by an adult.

Residents/lot owners shall agree to be fully responsible for all damages, costs and expenses associated with their use of the lodge. This includes but is not limited to careless misuse, vandalism, unreasonable conduct, or theft.

The HOA is not responsible for any materials or equipment brought in or used for your event, and is subject to an additional cost for any damages caused. These items include, but are not limited to, tents, inflatable, petting zoos, and pony rides.

In consideration for the adjacent properties, fire hazards as well as the wear and tear on the lodge, the maximum capacity has been set at 60 persons **for all private functions**.

Parking of vehicles for an event must either be confined to the lodge parking lot or parked elsewhere (for example: your own driveway, out of community, neighbors driveway) where they can either walk or be shuttled to/from the lodge.

Parking of vehicles for an event must either be confined to the lodge parking lot or parked elsewhere (for example, your own or neighbors driveway) where individuals can either walk or be shuttled to and from the lodge. This is to prevent persons from parking on bridge and adjacent grass areas. *Cars parked on the street, grass area or blocking a driveway will be fined \$25 per vehicle to be paid by the home/lot owner who is using the lodge.* If cars are going to be parked in an area other than the lodge parking lot, a parking plan must be submitted along with your reservation form.

Any and all personal decorations and/or rental items must be removed at the conclusion of the event. The HOA is not responsible for any such items left behind.

It is strictly prohibited for a resident/lot owner to borrow and/or remove equipment, furnishings and/or supplies from the lodge. A fine of \$200 and a one-year suspension to use the lodge will be assessed.

No pets, other than service animals, are allowed inside the lodge. It is required that you keep all animals on leash and clean up after them.

Although furniture may be moved to accommodate your event, all television and stereo equipment must be left in place. All furniture and other items must be returned to their original place upon departure.

**Required Deposits:**

- \$100.00 Cleaning Deposit
- \$1000.00 Damage Deposit

All deposits must be made by check. Separate checks are required and need to be made out to High Forest Ranch and received by the management office no later than 30 days prior to the day you will be using the lodge. We will make every attempt to accommodate last minute reservations; however, your reservation cannot be guaranteed and a \$50.00 non-refundable fee will be charged for any reservation made within 3 business days of an event to cover any incidental expenses incurred by the Association as a result of the short notice. In the event the reservation cannot be accommodated, the \$50.00 short notice fee will be refunded.

Once the lodge has been checked and no cleaning requirements and/or damages have been identified, your deposits will be returned.

**Usage Fee and Additional Charges:**

If you use the lodge more than **4 times** in a calendar year, a non-refundable usage fee of \$50.00 per event thereafter will be required. Make a separate check payable to High Forest Ranch include in the memo: Usage Fee. This fee will help defer the cost of the electricity, and wear and tear of the furniture and equipment. Community events are exempt from the usage fee.

An additional flat fee of \$50.00 will be charged for, but are not limited to, tents, inflatables, petting zoos, pony rides. **All such items must be submitted in writing to the board for prior approval.** This is a non-refundable fee and does not cover any damage caused by these items.

Following your event, the lodge must be clean and free of trash. Although we contract with a cleaning service to clean the lodge twice a month, this does not preclude the resident/lot owner from mopping the floor, vacuuming, wiping up the counters in the kitchen as well as bathrooms and toilets. If you find you can not clean up the lodge following your event prior arrangements must be made with the Association's Managing Agent to ensure the lodge is clean and ready for the next event. The resident/lot owner will be charged a fee of \$100 for this service.

If the lodge is found to be in need of additional cleaning following your event, you will be notified to clean the identified areas. If you cannot be reached or another event is coming in shortly, the cost of cleaning will be deducted from your cleaning deposit. Should the cost to clean exceed the \$100 cleaning deposit the additional amount will be deducted from the required damage deposit. This policy will be strictly enforced.

For your convenience there are two large trashcans to the right of the front door as you exit; however, if they are full due to a high volume of events it is your responsibility to dispose of your own trash. Please plan accordingly.

If damage is done to the lodge and/or surrounding area, repairs will be made by the HOA. The resident/lot owner agrees to be billed and shall be liable for any and all costs. This policy will be strictly enforced.

Inclement weather: Please note that unless we have snow accumulation of four inches or more, and the snow has stopped falling, there will be no plow service. Please plan accordingly.

In consideration for the residents in and around the lodge, there is no outdoor sound equipment or live bands permitted.

A checklist will be provided with your confirmation, please be sure to take this with you when using the lodge. You could be held liable for any damage done prior. Upon departure, please leave the signed checklist in the lodge.

**What is included in the Usage of the Lodge:**

- Outdoor play equipment
- Parking lot
- Lodge

With prior notification:

- Field
- Sports Court

**What is Provided:**

- Use of the kitchen and its supplies
- Use of the Television, DVD and stereo equipment
- Toilet Paper
- Paper Towels
- Septic appropriate cleaning supplies
- Mop
- Vacuum
- Broom and dustpan

**Alarm Directions:**

- **Disarming the alarm:** Enter the issued event code on the Lodge key pad to disarm the alarm.
  
- **Arming the alarm:** Make sure all exterior doors and windows are shut and locked. This includes the door at the foot of the stairs. Press and hold the “away” button until the red light is on. Step out the front door and close tightly behind you. Make sure to

hold the door closed until the magnetic latch is activated, a red light will appear on the key fob pad. Always test the door to make sure it is locked.

**Reservation Procedure:**

Reservations for the lodge shall be made on a first come, first served basis. Reservations may be made online or by printing the required paperwork obtained at [highforestranch.net](http://highforestranch.net) and mailed to the Association's Managing Agent. This includes Lodge Reservation Request Form, parking plan, if applicable, and Indemnity Agreement. You will be notified within one week of receipt of your request regarding the status of your reservation.

Special Event Codes: Personal and Special Event Codes are available for community gates. When making a lodge reservation, you will be issued a Special Event Code. This code is good for a short window on either side of your event. A Special Event Code is the preferred code to use for events; please avoid using Personal codes

Once your reservation is confirmed you submit the required deposits. All pertinent forms, usage fees, deposits and information must be received no later than 7 business days prior to your event.

Once your reservation has been confirmed, you will be notified via e-mail. Your event code will be activated the day of your event and deactivated following your event unless prior arrangements have been made.

To ensure fair access to all residents/lot owners, reservations will not be accepted for more than two consecutive days or more than 3 times per month.

If you find you need assistance during your event, please contact one of the board member or committee chairs. This list can be found on the bulletin board in the kitchen. Please be mindful that these individuals are volunteers and may not be available.

# Lodge Check List

When using the lodge, please ensure you have gone through the checklist upon entry and again upon leaving the lodge for the next resident/lot owner to use. Although the lodge will be checked after each event, this is to ensure that self-policing is being done. After all, the lodge is for every resident's/lot owner's enjoyment.

## Upon Entry

- Lodge Locked
- Window Blinds in the Down Position
- All lights off
- All appliances turned off
- All electronic equipment turned off
- Ensure all furniture is returned to its place
- Fireplace turned off
- Microwave, over and refrigerator wiped out
- All food removed from refrigerator, and pantry
- Fire pit off
- Floors clear of debris and spills
- Counters in Kitchen and Bathrooms wiped
- All supplies/rental equipment removed
- Toilets wiped off
- All trash secured in outside cans or taken from premises
- Lodge is in same or better condition than when you entered
- All doors and windows closed and locked
- Alarm Set per directions and front door secure

## Upon Leaving

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I have reviewed the condition of the lodge upon entry and again upon leaving and state that the above checklist demonstrates the current condition of the lodge.

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Resident/lot owner signature

Date

Check box and note any damages, repairs, supplies needed, etc. on the reverse.

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HOA Inspecting Agent

Date

# Lodge Reservation Request Form

Today's date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Contact # \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_

Reservation Date: \_\_\_\_\_

Name of resident/lot owner in attendance: \_\_\_\_\_

Time of event (including set up and tear down time): From \_\_\_\_\_ To \_\_\_\_\_

Event Description (be specific):  
\_\_\_\_\_  
\_\_\_\_\_

Number of Guests: Adults \_\_\_\_\_

Children \_\_\_\_\_

Number of cars expected: \_\_\_\_\_

Parking plan attached (if needed)

Outlying areas needed:

Field  Sports Court

Will you be bringing in inflatables, tents, petting zoos, pony rides, etc.? Please attach letter for board approval.

Event Gate Code Needed

(We strongly encourage you to contact the association's managing agent to obtain a gate code for your event. This enables guests to enter without having to contact you via phone. DO NOT GIVE OUT YOUR PERSONAL GATE CODE.)

I, the undersigned, have read, understand and fully accept the Lodge Reservation and Usage Agreement surrounding my usage of the High Forest Ranch Lodge. By signing below, I will comply with its contents or be fined in accordance with the High Forest Ranch HOA policy.

Resident/Lot Owner Signature

Date

Office Use Only:

Resident/lot owner in Good Standing

Reservation Confirmed/Approved

Sent to Webmaster for calendar

Damage Deposit

Cleaning Deposit

Equipment Fee

Usage Fee (if applicable)

Information sent to Safety and Security to issue gate code

Denied. Reason: \_\_\_\_\_