The Summerlin Council
Gardens Community Center Reservation Contract

Summerlin ID#: _____ Resident's Name: _____

Club/Group Responsible: _____

Resident Address: _____ Zip Code: _____

Phone: _____ Fax: _____ Email Address: _____

Date Reserved: _____ Arrival Time: _____ Depart Time: _____

**Please Include Set-Up And Clean-Up Times In The Reservation.*

Type Of Event: _____ Number In Attendance _____

☐ Single Room (1, 2, or 3) ☐ Double Room (1 & 2 or 2 & 3) ☐ Triple Room (1, 2, & 3) ☐ Kitchen

Event Fee $_____ Damage Deposit $_____

Only one date may be reserved per form. Payment must be attached to reserve the room. Room set up and clean up is the responsibility of the individual/group renting the facility & must be included in the rental time.

To help ensure you receive a full deposit refund, please check out with front desk personnel before leaving.

By my signature below, I accept the risk and responsibility for my safety and my family, children, and guests while using the Gardens Community Center. I have read and agree to all the rules and regulations governing the use of the community center. I agree that any security deposit required may be forfeited and additional sums may be assessed in the event of damage to the building or property from negligence, willful destruction or disobedience of the rules and regulation.

In consideration of accepting this reservation, I hereby indemnify and hold harmless The Summerlin North Community Association, The Summerlin South Community Association, The Summerlin West Community Association, Summerlin Centre Owners Association, The Summerlin Council and Howard Hughes Properties, Inc. and The Howard Hughes Company, LLC. and any of their officers, agents, and employees from any liability or claim or action for damages resulting from or in any way arising out of the participation in the Gardens Community Center.

Resident/Responsible Party Signature _____ Date _____

FOR OFFICE USE ONLY

Reservation Approved By: _____ Date _____

Payment Received $ _____ Check # _____ Date _____ Deposit Received $ _____ Check # _____ Date _____

Deposit Return Date _____ Amount Returned $ _____ Insurance Received _____

Costs For Withholding From Deposit $ _____

Management Check List: ☐ Bathroom ☐ Kitchen ☐ Carpet ☐ Clean-Up ☐ Wall Condition ☐ Equipment

Miscellaneous: _____

☐ GCC Book ☐ Computer Calendar ☐ Rectrac ☐ Rectrac Reservation # _____

The Gardens Community Center
Reservation Fee Structure

Room	Fee (2 hrs)	Additional Per Hour	Full-Day Charge *(M-S, 8 hr. maximum)*	Nonprofit Fee *2hrs/Additional Hour/Full Day*	Damage Deposit
Single Room *(1, 2, or 3)*	$90	$45	$240	$42/$21/$120	$500
Double Room *(1 & 2 or 2 & 3)*	$180	$90	$360	$60/$30/$190	$500
Triple Room *(1, 2 & 3)*	$270	$135	$480	$84/$42/$280	$500
Kitchen	$30	$15	$60	$12/$6/$30	Included Above

Please make checks payable to "The Summerlin Council."

Please note: Fees will be waived for meetings of Summerlin clubs, sub-associations and non-profit organizations whose membership consists of 100 percent Summerlin residents (i.e. members of the Summerlin North, South or West Community Association). A signed contract with group roster including Summerlin identification numbers is required. Please include a damage deposit of $250 via check made payable to "The Summerlin Council."

Summerlin Community Centers
Rules And Regulations

Members of the Summerlin North, South and West Community Associations, including Summerlin non-profit organizations and clubs, Association and Sub-Association Boards of Directors and Committees, may reserve the Summerlin Community Centers for use.

All activities conducted by The Summerlin Council receive scheduling priority.

No political, commercial or business activity is allowed.

No alcohol may be served or consumed on the premises.

No smoking is allowed in the community centers.

Fee Waivers: Non-profit Summerlin committees and organizations, as well as non-profit community associations with 100% Summerlin resident membership. The Council reserves the right to request club rosters including addresses to verify residences.

Rental Access: Private parties and receptions, non-profit community organizations with less than 100% Summerlin resident membership. (Member must be in attendance at function at all times. Member may be required to provide primary liability insurance for the event.)

Reservations will be accepted on a first-come, first-serve basis upon receipt of a damage deposit, room rental fee, and completed reservation contract. Reservations may be submitted for consideration up to four months in advance (based on current month and the three months following). Only one reservation date is allowed per form. No organization may reserve more than two times per month. **(Reservations will not be accepted or confirmed until the following are received: Reservation form with member signature, Summerlin Council staff member signature, payment, and damage deposit. Please make all checks payable to The Summerlin Council.)**

Room set-up and clean-up times must be included in the room rental charge. Fees are assessed based on the duration of the event or meeting including set-up and clean-up times.

Kitchen is available for rental.

Chairs and tables are included in the room rental. (Chairs and tables are only permitted outside of the building with prior approval from Council staff. Additional fees may be incurred if events are held outside of the community center.)

Facilities may be reserved Monday through Friday from 9 a.m. to 9 p.m. based on availability and Saturdays from 8 a.m. to 12 p.m. or by special appointment.

Facilities may have existing seasonal décor installed in meeting rooms which may not be altered or removed for reservations.

Noise must be kept to a reasonable level and activities scheduled during business hours must not disrupt any Summerlin Council staff or existing classes/meetings taking place. During an event, all community areas are to remain open to Summerlin residents.

The Summerlin Council Board of Directors reserves the right to revoke facility use privileges of any individual/group who do not comply with the Rules and Regulations or abuses or damages the facility.

The use of tape, staples, tacks, etc. on the furniture or walls is prohibited. The Summerlin Council is not responsible for room set-up or tear down. Should rooms, tables and chairs not be left in pre-event condition, a deduction may be made from your security deposit.

Kitchen facilities must be left in pre-event condition. Trash and other items brought in by all groups must be removed from the premises immediately following the event. Dumpsters are located at all Summerlin community centers. Please inquire on dumpster locations. A deduction will be made from your security deposit should you fail to clean facility properly.

Members are encouraged to bring a copy of their confirmed reservation with them on the reserved date. In the event of a conflict, the member holding a confirmed reservation form receives priority.

Cancellations for any rentals must be made five days in advance or a fee of $50 will be assessed. Under certain conditions, rescheduling without a fee may be allowed based on availability.

No alcohol may be served or consumed on the premises.
No smoking is allowed in the community centers.
No illegal activities are permitted.