

Villa La Jolla Condominium Association
8540 Via Mallorca La Jolla, CA 92037
858.454.7824 P

Villa La Jolla Condominium Association
Recreation Room Reservation Form

Host/Hostess Name: _____

Address. _____

Home Phone: _____ Cell Phone: _____

Date of Event: _____ Purpose of Event: _____

Number of Guests: _____ Hours of Event: _____

Use of Kitchen Facilities requested: Yes / No

RESERVATION AGREEMENT

THE UNDERSIGNED hereby requests exclusive use of the Villa Lo Jolla Recreation Room, (except during rental office hours) as outlined above and agrees to be responsible for any and all damages and rough cleaning to the recreation room until said premises are returned to the On-Site Manager.

It is further agreed that a security deposit in the amount of \$400.00 will be issued to the Association to repair any damages and extra cleaning to the facility for which the user may be responsible. The owner and /or tenant further agrees that a separate non-refundable check, either in the amount of \$100.00 will be issued to the Association for cleaning (does not include cleaning of the Recreation Center exterior decking) and wear and tear of the facility. The owner and/or tenant further agree to immediately pay any additional sums for damage or cleaning as required in excess of the deposit to the Villa La Jolla Condominium Association.

It is further agreed that the user shall personally supervise the use of the hall and observe all rules of the Association including those concerning use of the Recreation facilities. The user acknowledges receipt of a copy of the recreation room rules and regulations.

It is further agreed that owners of the units within the Association will Co-Sign the Reservation Form and will be financially responsible for any damages that are not corrected by undersigned user.

If is further agreed that no liquor will be sold on said premises, nor will any alcoholic beverages be served to any minors. All children must also be accompanied by an adult by the pool areas at all times, Initials_____Initials_____

Dated:_____

Co-signature of Homeowner

Print

Signature of Reserving Homeowner_____

Print

Dated:_____

Signature of Reserving Resident (if Applicable)

Villa La Jolla Condominium Association
Clubhouse Rental Requirements

Dear Villa La Jolla Resident,

In order to ensure that the assets and interests of the community are protected, Villa La Jolla has established rental guidelines for the on-site clubhouse. These recommendations were made by our association's insurance agent, and are meant to ensure that the association is best protected from liability for potential incidents occurring during non-association events.

In order to rent the clubhouse facility, all homeowners and renters will need to do either of the following:

Required for Personal Insurance Policy

- 1) Contact your personal insurance agent or carrier to request the following:
 - a. That the "Villa La Jolla Condominium Association" be additionally insured on the condominium policy, in the amount of \$500,000 liability. Most carriers can do this, and those that do will not typically charge anything additionally.
 - b. If your personal insurance carrier will not additionally insure the Villa La Jolla Condominium Association, please review the next section.

Required in Absence of the Additional Insured

- 2) If your personal insurance carrier cannot or will not Additionally Insure the Villa La Jolla Condominium Association on your personal insurance policy, you will need to obtain a one-day special events policy with liability limits of at least \$500,000. These policies can range in premium and cost as little as \$150. These policies name the facility owner as additionally insured and provide proper liability protections for the community as well as the homeowner for event liability.

Should you have any questions at all, please do not hesitate to contact either the Villa La Jolla management office, or the Associations insurance agent. The current insurance agent for Villa La Jolla is Brian A. Kalmenson with the Michael Abdou Insurance Agency, Inc. He can be reached by phone at 619-293-7779, or via email, Brian Kalmenson <brian@kirkmillerinsurance.com>

Villa La Jolla Condominium Association Recreation Rules and Regulations

The Recreation Building is available for use by the Villa La Jolla residents on a reservation basis only. The procedure for reserving the recreation building is as follows:

1. All reservations are handled through the On-Site Manager's office. The office phone number is 858-455-7824.
2. The owner or resident must provide proof of Home owner's or Renter's Insurance with a minimum \$500,000 liability insurance. No exceptions.
3. All reservation forms must be signed by the Unit Owner (and tenant, if the unit is a rental) and accompanied by two deposit checks signed by the owner or tenant. The deposit may be submitted in cash, personal check, certified check or money order. PLEASE NOTE: California law provides for recovery of three times the face amount of the check if the check is not honored by the bank which it was drawn. The checks must also be in the name of the resident that is hosting the event.
4. A \$100.00 non-refundable use fee as well as a \$400.00 refundable deposit is required with each reservation. Two separate CHECKS MUST BE SUBMITTED, ONE FOR \$100.00 and ONE FOR \$400.00. The deposit is to ensure that no damage or loss occurs to the facilities and that they are left in as undamaged condition as before the reservation. The Association will clean the building at the resident's expense. The charge incurred will be the actual amount expended for time and materials, but will always be \$100.00.
6. The On-Site Manager and person making the reservation will conduct an inspection before and after the event. Any defects must be noted in writing before the event or the person making the reservation could be held responsible.
7. A set of keys will be provided to the person making the reservation after the initial inspection. It must be returned to the On-Site manager by 10:00 AM of the next regular working day following the event.
8. All events must end by 12:00 midnight on Friday and Saturday nights. All other days, the event must end by 10:00 PM.
9. There are no reservations of the pool or spa areas. These are open to all residents during regular pool hours.

10 The Recreation Building may be reserved for personal or social use only, No business events are acceptable. The Association Board may waive this restriction under appropriate circumstances.

11. Music is allowed in the Recreation building, but there can be no live amplified music. Non-electrical live music is acceptable as are stereos or tape recorders, but strict noise control must be maintained at all times.

12. All persons attending the Recreation building must follow any instructions given by the Property Attendant Service, including closing the event, if unreasonable noise or other rule violation occurs.

13. Breach of any of these use restrictions, could result in o forfeiture of all or part of the deposit.

14. The maximum occupancy for the Recreation Center building is 75 People. The limitation must be followed. If a violation occurs, the Property Attendant will dose down the affair. In additional forfeiture of the Security deposit will result.

15. Certain events may require a full-time Property Attendant to monitor the event, at the Host/Hostess's expense. The On-Site Manager will determine if a particular event meets this requirement.

16. Children must be supervised on the entire property by an adult at all times during the event.

ENJOY THE FACILITIES.