

**Holly Forest Homeowners Association, Inc**

Application for Amenity Center Rental

PO Box 1389

St. Augustine, FL 32085

**Renting/Reserving Responsible Homeowner Info:**

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

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

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

1. The Holly Forest Amenity Center's Club House is available on a first-come, first-serve basis for Holly Forest Homeowners upon receipt of a completed application and a check for \$150.00 security deposit made payable to *Holly Forest Homeowners Association*.
2. The responsible Homeowner is responsible for complete clean-up of the Club House and any other areas they used, including removal of trash, immediately after the event.
3. The responsible Homeowner will take pictures, including of the Club House and outdoor areas, Club House walls, furniture and other areas used after cleaning it and removing all trash and email those pictures to [ST@alsopcompanies.com](mailto:ST@alsopcompanies.com) as proof of a full clean-up and no damage.
4. The responsible Homeowner is to receive approval of clean-up and property damage.
5. The deposit is to cover a lack of clean-up, violations and/or any property damage.
6. The responsible Homeowner is responsible for any additional damage over \$150 caused by them or anyone at their event.
7. The \$150 rental fee is waived if the purpose for the rental (reservation) is for a meeting or gathering of resident Homeowners who reside within the Holly Forest community. (For example; activity groups organized within Holly Forest for the purpose of game night, card club, book club, sewing group, ladies or men's night or similar activities.) Clean-up should take place after each gathering. Should property damage occur, the reserving responsible Homeowner will be required to reimburse the HOA for any damage to the property.

The undersigned, \_\_\_\_\_ Homeowner(s) of Holly Forest Homeowners Association hereby request permission to use the Club house on \_\_\_\_\_ from \_\_\_\_ to \_\_\_\_ (am/pm) and hereby render a security deposit in the sum of \$150.00 unless the fee is waived pursuant to #7 above.

**Holly Forest Homeowners Association, Inc**

Application for Amenity Center Rental

PO Box 1389

St. Augustine, FL 32085

*Any Homeowner Who Rents/Reserves the Club House agrees as follows:*

- Homeowner’s Initials: \_\_\_\_\_ The rental is only for the Club House area, not the pool or pool area.
- Homeowner’s Initials: \_\_\_\_\_ Bounce houses or play structures of any kind are strictly prohibited at the Amenity Center. Please make sure no one who is part of your event is bring such items.
- Homeowner’s Initials: \_\_\_\_\_ No part of the Amenity Center can be used for any unlawful purpose.
- Homeowner’s Initials: \_\_\_\_\_ The responsible Homeowner will not make or permit any act, which may interfere with the use and enjoyment of the neighborhood by other residents.
- Homeowner’s Initials: \_\_\_\_\_ The responsible Homeowner agrees there will be no posting of signs of any sort or any advertising on the Holly Forest property relating to usage of the Club House or any area of the Amenity Center.
- Homeowner’s Initials: \_\_\_\_\_ Absolutely NO GLASS in any part of the Amenity Center, especially the pool and pool area.
- Homeowner’s Initials: \_\_\_\_\_ The responsible Homeowner will ensure that all non-resident guests confine their activities to the Club House area and follow all Rules and Regulations as well as the rules and limitations outlined on this form.
- Homeowner’s Initials: \_\_\_\_\_ The responsible Homeowner will assume full responsibility, liability, and financial responsibility for any violation of any Holly Forest Rules and Regulations, including all limitations and rules outlined on this form, done during their event and/or by their guests or participants.
- Homeowner’s Initials: \_\_\_\_\_ The responsible Homeowner will assume full responsibility, liability, and financial responsibility for any damage to the property of the Holly Forest Homeowners Association done during their event and/or by their guests or participants, especially the Amenity Center, the Club House, pool, pool area, its equipment, furnishings, contents and parking area.

Homeowner’s Overall Acknowledgement of all information, rules, regulations, limitations and responsibilities list on Pages 1 & 2 of this Amenity Center Rental Form:

\_\_\_\_\_  
Homeowner’s Signature

\_\_\_\_\_  
Homeowner's Printed Name

\_\_\_\_\_  
Date

For office use only:

Date Application Received: \_\_\_\_\_ Deposit Received: \_\_\_\_\_ Check #: \_\_\_\_\_

**Form Updated 02/01/2024**