



CHALET RESERVATION AGREEMENT

Sugar Springs Members, in good standing, can reserve the Chalet. When a Member reserves the Chalet, it does not give them exclusive use of the facility. Any other member(s) can use the facility at the same time. By reserving the Chalet, the member is notifying us that a group will be in the Chalet and that the Member is taking responsibility. When a Member reserves the Chalet, they can obtain a key to the storage closet which allows access to the breaker panel for the upper level GFI wall outlets, a utility sink, brooms & dustpans, etc. This key can also be used to open the Pipe Gate across the Chalet walkway. The Member is responsible for turning the Unit Heater off after use.

1. Reservations by property owners only, unless pre-approve by the POA Office.
2. All reservation bookings handled through POA Office
3. All functions have to be approved by office.
4. Applicant must be at least 18 years old.
5. Group is responsible for own set up arrangements, and must leave the facilities in the same manner as found.
6. Applicant is totally responsible for all guests, and or any damage occurred during the reserved function.
7. A key will be available at the POA Office the last working day prior to the reservation. It must be returned the following day.
8. No alcoholic drinks allowed.
9. The Chalet maximum capacity is 100 persons.
10. Any additional service will be quoted as required, such as tables, chairs, BBQ grills, etc.....

DATE OF APPLICATION _____

DATE OF ACTIVITY _____ HOURS: _____ TO _____

PURPOSE _____

GROUP USING FACILITY _____

NUMBER OF PEOPLE USING THE FACILITY _____

PERSON IN CHARGE _____

ADDRESS/PHONE # _____

Check here if firewood is needed.

"I have read the above agreements and do hereby accept all conditions"

Member Signature

Date

SSPOA Signature _____

Original: File

CC: Calendar Buildings & Grounds

CHALET PROCEDURES FOR OPENING AND CLOSING

BUILDING KEY:

THIS KEY OPENS THE PADLOCK ON THE BLACK TOP DRIVE PIPE GATE AND THE DOOR TO THE FURNACE ROOM.

FURNACE ROOM:

THIS ROOM WILL GIVE YOU ACCESS TO THE BREAKER PANEL FOR THE UPPER LEVEL GFI WALL OUTLETS ON THE EAST, WEST, AND SOUTH WALLS, FOR WATER AND THE UNIT HEATER.

UNIT HEATER:

TO TURN ON THE UNIT HEATER FOR THE UPPER LEVEL, USE THE SWITCH LABELED UNIT HEATER. THE THERMOSTAT FOR THE HEATER IS LOCATED ON THE UPPER LEVEL SOUTH WALL BY THE HEATER. WHEN TURNING OFF THE UNIT HEATER SWITCH, THE UNIT MAY STAY RUNNING FOR A WHILE. (BECAUSE OF COOL DOWN)

DO NOT CHANGE THE THERMOSTAT SETTINGS ON THE MAIN FURNACE AND **DO NOT** TURN OFF LIGHT SWITCHES THAT HAVE TAPE ACROSS THEM. **THEY MUST STAY ON.**

PIPE GATE:

THIS DRIVE IS TO ACCESS THE BUILDING ONLY FOR UNLOADING SUPPLIES. (PLEASE STAY ON THE BLACK TOP)

WASHING UTENSILS:

DO NOT USE THE BATHROOM HAND SINKS FOR WASHING UTENSILS. PLEASE USE THE JANITORS SINK IN THE FURNACE ROOM.

CLOSING:

TURN OFF THE UNIT HEATER IF USED. LOCK THE FURNACE ROOM DOOR AND PIPE GATE IF USED. RETURN THE KEY TO THE P.O.A. OFFICE. IF THE OFFICE IS CLOSED, DROP THE KEY IN THE DROP BOX BY THE STEPS.

THIS IS YOUR CLUB. PLEASE HELP US KEEP IT CLEAN FOR THE NEXT GROUP.

THANK YOU,

**BUILDINGS & GROUNDS MAINTENANCE
PHONE # 426-4232
MAINTENANCE EMERGENCIES 240-0685**