

CHIMNEY HILL OWNERS ASSOCIATION, INC.
CLUBHOUSE USE REQUEST FORM

Use of the Chimney Hill Clubhouse is for owners, guests and renters and approved others. Special use will be on a first come, first serve basis however, Chimney Hill owners will have priority for requesting special use. Special use will only be approved during normal operating hours and/or unless approved by the Executive Director. Clubhouse or any part thereof cannot be closed to others for group or special use unless approved by the Chimney Hill Board of Directors.

Requested Date of Use: _____

Requester Name: _____ Are you a CHOA Owner? Yes _____ No _____

If Yes, Lot # and Street: _____

Purpose of Function/Use: _____

Requested Hours: _____ # Attending: _____

Responsible Person: _____

Address: _____

Local Phone : _____ Home Phone: _____

Fax #: _____ Email: _____

What area(s) of the Clubhouse will you be using?

Are any special arrangements required? If yes, please specify:

Chimney Hill Owners Association, Inc. or their employees will not be responsible for damage, theft, loss or liability resulting from use of the Clubhouse. If extended hours, cleaning or other staff related items are required or deemed necessary by the Executive Director or Clubhouse Manager, the Responsible Person will be charged on a time and material basis. Chimney Hill reserves the right to deny any request at its sole discretion.

Signature of Requester: _____ Date: _____

Signature of Responsible Person: _____ Date: _____

Approved: _____ Date: _____