

**CRESTA PALOS VERDES HOMEOWNERS ASSOCIATION**  
**81 CRESTA VERDE DRIVE**  
**ROLLING HILLS ESTATES, CA 90274**

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**CLUBHOUSE RESERVATION REQUEST**

**Request must be submitted at least two weeks before the function to:**

**Scott Management Company**

Pya Darzentas 310-683-6349 (direct) [pya@scottmanagement.com](mailto:pya@scottmanagement.com)

3820 del Amo Blvd Suite 324  
Torrance, CA 90503

Co. Tel: (310) 370-2696 Fax: (310) 370-2364  
[www.scottmanagement.com](http://www.scottmanagement.com)

**Requestor** \_\_\_\_\_ Cell phone \_\_\_\_\_ Owner? (circle)  
Address \_\_\_\_\_ Home phone \_\_\_\_\_ Yes No  
\_\_\_\_\_ E-Mail \_\_\_\_\_

**Owner** (required if Requestor is a tenant):

Name \_\_\_\_\_ Cell phone \_\_\_\_\_  
Address \_\_\_\_\_ Home phone \_\_\_\_\_  
\_\_\_\_\_ E-Mail \_\_\_\_\_

**Function:** Date \_\_\_\_\_ Hours from \_\_\_\_\_ to \_\_\_\_\_ (Must vacate the premises by 1 am)

**Kitchen use** (circle) Yes No **Alcohol** will be present (circle): Yes No

**Set-up** desired prior: Date \_\_\_\_\_ Hours from \_\_\_\_\_ to \_\_\_\_\_

**Details** of this function, including name of any organization and type of function, are:

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**Number** of People: Total \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

**Return this form with two checks payable to Cresta Palos Verde HOA as follows:**

One check in the amount of \$200.00 as clubhouse use fee (non refundable)

One check in the amount of \$150.00 as deposit (refundable IF conditions are met)

Confirmation will be a copy of this reservation form *after* it is completely signed. It will be emailed to the resident Requestor at the email address given above. The resident should hold the approved reservation form ready to show in case any questions arise. The Requestor shall arrange to obtain the Clubhouse interior door key prior to the function.

**I have read and agree to abide by all CPV HOA Rules and Regulations**, and any rule violation or any changes in occupancy as approved, will serve to cancel this permit and subject me to potential enforcement procedures and fines. I further understand that I am responsible for the behavior of all my guests and financially responsible for any excessive wear and damage to the Clubhouse and Common Area.

Signed by CPV Requestor \_\_\_\_\_ Date \_\_\_\_\_

Signed by CPV Property Owner \_\_\_\_\_ Date \_\_\_\_\_  
(required if Requestor is a tenant)

Property Manager, CPV HOA \_\_\_\_\_ Date \_\_\_\_\_

**Reservation:**                      **Approved**                      **Denied**

Rev a.5p

Following is a summary of Clubhouse use rules in effect at the time of this form's initial release. By signing on page 1, the Requestor certifies that they have read the CPV Rules & Regulations *current* at their signing and *in their entirety*, and that they understand that many paragraphs (such as, but not limited to, noise and code of conduct) also apply to clubhouse use.

#### A. GENERAL RULES

1. The clubhouse shall be used by Cresta Palos Verdes resident(s) and guests for private functions only. Commercial use of Cresta Palos Verdes property or facilities shall be prohibited. No commercial solicitation of funds, sales, collections, or donations shall be permitted at any private function. Note: certain types of gambling is illegal in the state of California.
2. Guests shall be permitted to use Cresta Palos Verdes facilities only when accompanied by a resident. Nonresident relatives shall be considered guests.
3. No invitation (such as written, printed, electronic, verbal, etc.) shall solicit or encourage unknown people to attend functions.
4. Children 14 and younger shall have adult resident supervision in the clubhouse at all times.
5. Smoking shall not be permitted in the clubhouse.
6. Pets shall not be permitted in the clubhouse.
7. A resident shall reserve the clubhouse and pay the fee and deposit before any use. Kitchen facilities (other than sink and counters) shall not be used unless declared on the reservation request.
8. A written reservation request shall be submitted to the management company at least two (2) weeks prior to the function. Confirmation of availability and approval to use the clubhouse may take as long as ten (10) days; hence residents are advised to plan ahead. Reservation forms are available from the management company and the Association's website.
9. Clubhouse use shall require the following fee and deposit per single function use.
  - a. \$200.00 non-refundable use fee for utilities, normal wear and tear, cleaning, etc.
  - b. \$150.00 (refundable) deposit subject to forfeit per B.12, including cleaning of carpeting, if necessary. The refundable deposit shall be refunded *if* no further cleanup is required *and all* CPV rules and regulations are followed. The Board may decide that all or part of the deposit may be forfeited depending on the seriousness of the violation(s), conditions, or actions. Additional penalty(ies) may be imposed for violations, such as restriction from use of the clubhouse for 1 to 3 years. Excessive damage or cleaning shall require the resident to further reimburse the Association.
10. Any set-up time shall also be scheduled, and it shall not interfere with any prior function reservation.
11. The clubhouse shall be vacated by 1:00 a.m.
12. **Clubhouse reservations shall apply only to the main floor and upper balcony. Function guests are not entitled to use the pool/Jacuzzi, exercise, sauna, or other common areas.**
13. Individuals properly reserving the clubhouse have the right to restrict others from using the main floor and upper balcony during the reserved time. A sign may be posted to inform others that a private function is in progress.
14. Association functions shall have priority over any private function request. Residents may not request clubhouse use during times of Board or General meetings or other times held for CPV community activities. Though generally not allowed, a resident's special request shall be considered by the Board for private functions on New Year's Eve, New Year's Day, Easter, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, if sufficient

evidence is provided that such private functions will not disturb or disrupt the community nor be likely to cause damage to common areas or property.

15. No excessive noise or electronics that disturbs others in the neighborhood unduly shall be permitted.
16. All refreshments shall be kept within the confines of the clubhouse. No drinks or food, cooking equipment or activities for the function shall be in the pool or in or on any other common area at any time. A hired food truck may be parked temporarily on the street during the function.
17. If there are more than 75 people and/or alcohol is present, the resident reserving the clubhouse shall procure and provide proof of liability insurance to the property manager prior to the function.

#### B. CLUBHOUSE CLEAN-UP

1. The resident reserving the clubhouse shall be responsible for ensuring that all used clubhouse space and property shall be cleaned as follows.
2. Clean-up for daytime functions shall be completed by the end of the reserved time period. Clean up for evening functions shall be completed by noon the following day. Noncompliance shall result in forfeiture of the refundable deposit.
3. Clean the living room and balcony areas, including fireplace, counter, furniture, etc.
4. Floors: Hardwood floors shall be swept and mopped as necessary); carpet and stairs shall be vacuumed and any stains removed as necessary.
5. *All* areas used for the function shall be left clean: all trash picked up, floors and counters clean. No standing water or other liquids shall be left on counters or floors. This includes restroom sinks, toilets, counters, and floors, which shall be cleaned and left free of any mess, trash, or debris.
6. All trash (such as garbage, paper, and any other trash) shall be removed from all clubhouse areas and placed in the responsible resident's own trash bins (individual or common garage dumpsters), or carted away. No trash shall be left in the clubhouse or the small trash/recycle bins outside the clubhouse.
7. The kitchen shall be left clean, including stove, oven, refrigerator, sinks, floor and counters -- the entire kitchen area.
8. Any function items brought in shall be removed.
9. All furniture shall be returned to its original position.
10. All windows and doors shall be closed and locked.
11. All lights, heating and ventilation (fan) shall be turned off.