

Florencia™

AT THE COLONY GOLF & BAY CLUB™

23850 Via Italia Circle • Bonita Springs, FL 34134

Social/Billiards Room Reservations

Date: _____

Time: _____

Unit# _____ Owner Name: _____

of Guests _____ Deposit Collected: Y/N _____

I take full responsibility for the social/billiards room and the facilities that I am reserving and for each person that is my guest.

- Owners are responsible for cleaning the social/billiards room (including the kitchen and patio areas, if used) immediately after using the room. All trash should be disposed of in the trash chute. If the social/billiards room or the kitchen and patio is not properly cleaned, the Owner will be charged a cleaning fee at a minimum rate of \$30/hour.
- If an Owner finds that the room is not clean when the Owner has reserved it, the Owner must notify the manager or the privacy officer immediately.
- The unit Owner is responsible for any damages that may occur during the use of the facilities and must report damage to the manager.
- If the kitchen area is used:
 - All trash must be removed and disposed of in the trash chute.
 - All dishes, glassware, and utensils must be washed, dried and put back in their original places. Dishwasher supplies are located under the sink.
 - Floors and counter tops must be free of grease and debris.
 - The oven and refrigerator must be clean and free of debris.
 - Left-over food must be removed from the refrigerator.
- The Association will collect a security deposit in the amount of \$500.00 from any unit owner who has previously been noticed for violating the amenities rules and regulations or amenities policies; and/or if the size of the gathering exceeds 25 persons for a private event.
- Please check the following items you will need:
 - Tables / How many: _____
 - Chairs / How many: _____
 - Trash Receptacle
 - A/C adjusted / Temperature: _____
- **Kitchen Key Check out:** Yes No

Unit Owner Signature

Date

Florencia Use only: Inspection Completed by: _____ Time: _____

Deposit Returned:

Key Returned:

A/ C Adjusted to 76°: