



Briar Creek Mobile Home Community #1, Inc
 100 Briar Creek Boulevard
 Safety Harbor, Florida 34695
 Phone 727-726-7651
 FAX 727-796-3033
 www.mybriarcreek.com

CLUBHOUSE USAGE AGREEMENT

The undersigned is a registered owner and makes application to book the Clubhouse for use on Date: ____/____/____ Time: from ____ am / pm to ____ am / pm.

Name

Email

Address

Phone

The undersigned agrees,

1. If changes to the table and seating are necessary the applicant can rearrange the configuration. However, at the conclusion of the event you must return the tables and chairs to their original configuration. Diagram available on request.
2. If the applicant wants to remove, alter or replace the decorations, the original decorations must be returned to their original configuration.
3. No holes or damage is permitted to the walls or structure of the clubhouse. The applicant will pay the cost of any repairs or cleaning necessary due to their event.
4. The kitchen and equipment is available for use, but the kitchen and equipment must be cleaned and returned to its original condition and storage.
5. The pool and spa is not considered in this agreement and cannot be used.
6. The sound system is available but must be arranged for in advance with the Audio-Visual Manager for the Clubhouse.
7. If alcoholic beverages will be consumed on site, please check the box below for approval. Prior approval by two directors is required.

Applicant Signature: _____

Clubhouse Chairperson Signature: _____

- Approved

Approval for Alcoholic Beverages (If Applicable)

Director

Director

Air Conditioning temperature can be adjusted.

There are three A/C units with three separate thermostat controls. The controls are located by the kitchen service window, by the doors leading to the pool area, and on the wall behind the room dividers (for west end of building). Pressing the up/down arrows will adjust the temperature setting. The system will display the time in a 24-hour clock when the system will automatically return the temperature setting to the original preprogrammed schedule. If the hall is still in use after the programed re-schedule time, you will need to adjust the temperature again during your event.



CLUBHOUSE END-OF-EVENT CHECKLIST

Please ensure all items in this list are completed before leaving the clubhouse at the end of your event.

- Kitchenware Is Cleaned And Properly Stored & Kitchen Appliances Are Off.**
- Decorations Are Removed Or Returned To Proper Position.**
- Tables Are Cleaned Off.**
- Tables And Chairs Are Returned To Proper Positions.**
- Garbage Is Bagged And Removed To The Outside Garbage Bins.**
- New Garbage Bags Are Placed In Inside Garbage Cans.**
- Recycling Bins Contain Only Recyclable Items:
Bottles, Cans, Non-Food Contaminated Paper/Cardboard.**
- Recycling Bins Are Placed Outside Shuffle-Side Door.**
- Audio-Visual Switch Is In Off Position (Down). ¹**
- Audio-Visual Equipment Is Properly Stored.**
- Audio-Visual Room Is Locked.**
- All Fans Are Shut Off.**
- All Interior Lights Are Shut Off (Main Hall, Side Rooms, Bathrooms, Kitchen).**
- Exterior Front Driveway Lights Are Shut Off. ²**
- Front Exterior Handicap-Access Door Switch Is In Key-Only Mode. ³**
- All Doors Are Locked (Three Side Doors, Rear Doors, Front Doors). ⁴**

1 – A/V switch is on the wall just to the right of the front stage. (Indicator light is not working.)

2 – Light switch is on the wall to the right of library entrance door, labeled in red.

3 – Key for handicap-access mode switch is in podium. Return switch lock to up & down orientation for key-only mode.

4 – Hex-wrench tool for door latch bars is in podium.

Thank you for your attention to all these details.

– Clubhouse Director