

**CASITAS AT MORNINGSTAR CONDOMINIUM ASSOCIATION  
CLUBHOUSE RESERVATION FORM & RULES**

PLEASE INITIAL AFTER EACH RULE, IN THE LINES PROVIDED FOR THIS PURPOSE.

1. USER (owner or lessee of owner) who reserves the clubhouse **must be present** at the event and is responsible for everyone in attendance. \_\_\_\_\_
2. Arrangements for access to the clubhouse must be made through the Association office, during business hours. Minimum 24 hour notice is required. \_\_\_\_\_
3. Security patrol officer will be notified of all events and will stop by during the party. The officer will lock up the clubhouse at 10:00 pm. Clean-up must be complete by 9:45 pm. \_\_\_\_\_
- 4. THE POOLS AND POOL AREA CANNOT BE RESERVED FOR A PARTY.** \_\_\_\_\_
5. NO SMOKING is permitted inside the clubhouse building. Cigarette butts are to be disposed of properly. \_\_\_\_\_
6. If alcohol is served, it is not to be sold. Alcohol must be consumed responsibly and is not to be served to minors. The Association reserves the right to contact security patrol officer and/or law enforcement to intervene should an event become rowdy or alcoholic beverages are used excessively. \_\_\_\_\_
7. Noise must be controlled, due to neighbors living in close proximity to the clubhouse(s) . \_\_\_\_\_
8. No tape, nails, tacks, etc. shall be attached to the walls or other surfaces of the clubhouse. Free standing, tabletop or decorations tied to chairs are acceptable. \_\_\_\_\_
9. User shall provide adequate protection for the tables (cloths) in order to prevent damage caused by hot dishes or spilled liquids. If candles are used, they must be of the dripless type only. \_\_\_\_\_
- 10. Clean-up: all food and debris are to be cleaned up and disposed of in the dumpsters. All tables and chairs are to be wiped down. All decorations are to be removed. Ceiling fans are to be turned off. Cleaning tools/supplies are in the ladies' bathroom.** \_\_\_\_\_
- 11. At the conclusion of the event, all trash must be bagged, secured and placed in the nearest dumpster.** \_\_\_\_\_
12. Association reserves the right to prohibit vendors or activities that may present a hazard or safety issue to people or property, including but not limited to, petting zoos, fire eaters, stilt walkers, knife throwers, etc. Fire marshal regulates maximum attendees: 25 in Phase II and 28 in Phase I. \_\_\_\_\_
13. Hours: per the Association's established rules, reserved use of this facility will be limited to the hours between 8 a.m. – 10:00 p.m. Including set-up and clean-up, the party can be four (5) hours long, maximum. Extended reservation hours may be given at HOA discretion. \_\_\_\_\_

14. A check for \$250 must be given to the Association to reserve the clubhouse; if no cleaning fees are assessed, the un-cashed check will be ready for pickup within two business days. In the event the check is not picked up within 1 week, it will be shredded. \_\_\_\_\_

15. **If the HOA maintenance staff cleans after the hosted event, an hourly rate of \$30 plus GRT will be charged to the host.** \_\_\_\_\_

16. Las Cruces Security phone number is 526-4151. The office at The Casitas phone number is 522-4525, and the answering service will answer after business hours. \_\_\_\_\_

**I have read the above rules and agree to comply with them.** \_\_\_\_\_

**I have received a copy of the pool rules and agree to comply with them.** \_\_\_\_\_

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Name of Resident/Owner Host \_\_\_\_\_

Condo # of Host \_\_\_\_\_ Phone Number of Host \_\_\_\_\_

Date of Event \_\_\_\_\_ Number of attendees (25 max Ph. II and 28 Ph. I) \_\_\_\_\_

Type of Event \_\_\_\_\_

Will children be present? Yes No

If yes, how many? \_\_\_\_\_

Start Time \_\_\_\_\_

Ending Time \_\_\_\_\_

Will there be food? Yes No

Will there be alcohol? Yes No

Check numbers: Deposit/Cleaning Fee \_\_\_\_\_

Signature of Host \_\_\_\_\_ Date \_\_\_\_\_

Association Representative \_\_\_\_\_

**PLEASE KEEP A COPY OF THIS FORM WITH YOU WHILE YOU ARE HAVING YOUR PARTY.**