



THE SUMMERLIN COUNCIL

Willows Community Center
2775 Desert Marigold Lane
Las Vegas, NV 89135
(702) 240-6500
Fax (702) 240-2383

WILLOWS COMMUNITY CENTER RESERVATION CONTRACT

SUMMERLIN ID#: \_\_\_\_\_ RESIDENT'S NAME: \_\_\_\_\_

CLUB/GROUP RESPONSIBLE: \_\_\_\_\_

RESIDENT ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

DATE RESERVED: \_\_\_\_\_ ARRIVAL TIME: \_\_\_\_\_ DEPART TIME: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_ NUMBER IN ATTENDANCE \_\_\_\_\_

- Checkboxes for room types: A LARGE MEETING ROOM, B SMALL MEETING ROOM, C LARGE GLASS MEETING ROOM, D SMALL MEETING ROOM, KITCHEN.

EVENT FEE \$ \_\_\_\_\_ DAMAGE DEPOSIT \$ \_\_\_\_\_

TO HELP ENSURE YOU RECEIVE A FULL DEPOSIT REFUND, please check in with front desk person before leaving.

BY MY SIGNATURE BELOW, I ACCEPT THE RISK AND RESPONSIBILITY FOR MY SAFETY AND MY FAMILY, CHILDREN, AND GUESTS WHILE USING THE WILLOWS COMMUNITY CENTER. I HAVE READ AND AGREE TO ALL THE RULES AND REGULATIONS GOVERNING THE USE OF THE COMMUNITY CENTER.

IN CONSIDERATION OF ACCEPTING THIS RESERVATION, I HEREBY INDEMNIFY AND HOLD HARMLESS THE SUMMERLIN NORTH COMMUNITY ASSOCIATION, SUMMERLIN SOUTH COMMUNITY ASSOCIATION, SUMMERLIN WEST COMMUNITY ASSOCIATION, SUMMERLIN CENTRE OWNERS ASSOCIATION, THE SUMMERLIN COUNCIL, THE HOWARD HUGHES CORPORATION, ET AL, AND ANY OF THEIR OFFICERS, AGENTS, AND EMPLOYEES FROM ANY LIABILITY OR CLAIM OR ACTION FOR DAMAGES RESULTING FROM OR IN ANY WAY ARISING OUT OF THE PARTICIPATION IN THE WILLOWS COMMUNITY CENTER.

RESIDENT (RESPONSIBLE PARTY) SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ONLY ONE DATE MAY BE RESERVED PER FORM. PAYMENT MUST BE ATTACHED TO RESERVE THE ROOM. ROOM SETUP AND CLEAN UP IS THE RESPONSIBILITY OF THE INDIVIDUAL/GROUP RENTING THE FACILITY & MUST BE INCLUDED IN THE RENTAL TIME.

RESERVATION APPROVED BY \_\_\_\_\_ (FOR OFFICE USE ONLY) DATE \_\_\_\_\_

PAYMENT RECEIVED \$ \_\_\_\_\_ CHECK # \_\_\_\_\_ DATE \_\_\_\_\_ DEPOSIT RECEIVED \$ \_\_\_\_\_ CHECK # \_\_\_\_\_ DATE \_\_\_\_\_

DEPOSIT RETURN DATE \_\_\_\_\_ AMOUNT RETURNED \$ \_\_\_\_\_ INSURANCE RECEIVED \_\_\_\_\_

COSTS FOR WITHHOLDING FROM DEPOSIT \$ \_\_\_\_\_

MANAGEMENT CHECK LIST: BATHROOM KITCHEN CARPET CLEAN-UP WALL CONDITION EQUIPMENT

MISCELLANEOUS: \_\_\_\_\_

WCC Book Computer Calendar RecTrac RecTrac Reservation # \_\_\_\_\_

## SUMMERLIN COMMUNITY CENTERS RULES AND REGULATIONS

Members of the Summerlin North, South and West Community Associations, including Summerlin businesses, non-profit organizations and clubs, Association and Sub-Association Boards of Directors and Committees may reserve the Summerlin Community Centers for use.

**Members may not reserve a Summerlin Community Center on behalf of any business, non-profit organization or club located outside the Summerlin masterplan community.**

**No political or commercial activity is allowed. Any Summerlin business, non-profit organization or club utilizing a Summerlin Community Center may do so only for the purpose of internal meetings, trainings, etc. No sales, marketing or public events may be held.**

No city, county, state or federal polling is allowed.

All activities conducted by The Summerlin Council receive scheduling priority.

No political, commercial or business activity is allowed.

**No alcohol may be served or consumed on the premises.**

No smoking is allowed in the community centers.

Fee Waivers: Non-profit Summerlin committees and organizations, as well as non-profit community associations with 100% Summerlin resident membership. The Council reserves the right to request club rosters including addresses to verify residences.

Rental Access: Private parties and receptions, non-profit community organizations with less than 100% Summerlin resident membership. (Member must be in attendance at function at all times. Member may be required to provide primary liability insurance for the event.)

Reservations will be accepted on a first-come, first-serve basis upon receipt of a damage deposit, room rental fee, and completed reservation contract. Reservations may be submitted for consideration up to four months in advance (based on current month and the three months following). Only one reservation date is allowed per form. No organization may reserve more than two times per month.

**(Reservations will not be accepted or confirmed until the following are received: Reservation form with member signature, Summerlin Council staff member signature, payment, and damage deposit. Please make all checks payable to The Summerlin Council.)**

Room **set-up and clean-up times** must be included in the room rental charge. Fees are assessed based on the duration of the event or meeting including set-up and clean-up times.

Kitchen is available for rental.

Chairs and tables are included in the room rental. **(Chairs and tables are not permitted outside of the building.) Additional fees will incur, if events are held outside of the community center.**

Facilities may be reserved Monday through Friday from 9 a.m. to 9 p.m. based on availability and Saturdays from 8 a.m. to 12 p.m. or by special appointment. All reservations are scheduled by appointment only.

Noise must be kept to a reasonable level and activities scheduled during business hours must not disrupt any Summerlin Council staff or existing classes/meetings taking place. During an event all community areas are to remain open to Summerlin residents.

The Summerlin Council Board of Directors reserves the right to revoke facility use privileges of any individual/group who do not comply with the Rules and Regulations or abuses or damages the facility.

**The use of tape, staples, tacks, etc. on the furniture or walls is prohibited. The Summerlin Council is not responsible for room set-up or tear down. Should rooms, tables and chairs not be left in pre-event condition, a deduction may be made from your security deposit.**

**Kitchen facilities must be left in pre-event condition. Trash and other items brought in by all groups must be removed from the premises immediately following the event. Dumpsters are located at all Summerlin community centers. Please inquire on dumpster locations. A deduction will be made from your security deposit should you fail to clean facility properly.**

Members are encouraged to bring a copy of their confirmed reservation with them on the reserved date. In the event of a conflict, the member holding a confirmed reservation form receives priority.

Cancellations for any rentals must be made five days in advance or a fee of \$50.00 will be assessed. Under certain conditions, rescheduling without a fee may be allowed based on availability.

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**NO ALCOHOL MAY BE SERVED OR CONSUMED ON THE PREMISES  
NO SMOKING IS ALLOWED IN THE COMMUNITY CENTERS  
NO ILLEGAL ACTIVITIES ARE PERMITTED**

**THE WILLOWS COMMUNITY CENTER  
RESERVATION FEE STRUCTURE**

Room	Fee (2 hrs)	Additional Per Hour	Full-Day Charge (M-S, 8 hr. max.)	Nonprofit Fee 2hrs/Additional Hour/ Full Day	Damage Deposit
Large Meeting Room (A,C)	120	60	300	60/42/200	500
Small Meeting Room (B, D)	90	45	240	42/24/120	500
Kitchen	30	12	60	12/6/30	Included Above

Please make checks payable to The Summerlin Council

**SUMMERLIN NON-PROFIT RESERVATION FEES**

	Fee (2 hr.)	Additional per hour	Damage Deposit
Summerlin clubs, sub-associations and non-profit groups with 100% Summerlin Residents - <b>(Meetings only)</b> <b>A Group roster with Summerlin ID #s is required.</b> <b>Contract must be completed by a Summerlin resident.</b>	Fee Waived	-	250

Special Events & Social meetings may require non-profit fee and deposit (see Non-Profit Fees above).

Please make checks payable to The Summerlin Council

*Revised 11/23/2010*