



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

# The Summerlin Council

## 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: \_\_\_\_\_

*\*Please Include Set-Up And Clean-Up Times In The Reservation.*

Type Of Event: \_\_\_\_\_ Number In Attendance \_\_\_\_\_  
*\*Must adhere to capacity limits*

A (Large Meeting Room)  B (Small Meeting Room)  C (Large Glass Meeting Room)

Event Fee \$ \_\_\_\_\_

Only one date may be reserved per form. Payment must be attached to reserve the room.  
 Room set up and clean up is the responsibility of the individual/group renting the facility & must be included in the rental time.

By my signature below, I am requesting a community center for use of a Summerlin Council facilities/amenities and I accept the risk and responsibility for my safety and related participants/Users while using such amenity owned by The Summerlin Council. I have read and agree to all rules and regulations governing the use of such facilities/amenities. I understand that failure to adhere to Summerlin Council use rules may result in cancellation of this reservation. Further, I agree that any security deposit required for my reservation may be partially or fully forfeited and additional sums may be assessed in the event of any damage to Summerlin Council property from my or related participant/Users negligence, willing destruction or disobedience of the rules and regulations.

In consideration of accepting this reservation, I and/or the organization I represent hereby agrees to indemnify and hold harmless The Summerlin North Community Association, The Summerlin South Community Association, The Summerlin West Community Association, Summerlin Centre Owners Association, The Summerlin Council, Howard Hughes Properties, Inc., and The Howard Hughes Company, LLC., 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 my and/or related participants/Users use of such facilities/amenities.

COVID 19 Issues - My and related participants/Users' access to and use of the Summerlin Council facilities/amenities at issue in this reservation document is completely voluntary. I/ We understand that there are inherent risks associated with entering public areas and public accommodations with scheduled large groups of participants/Users, including the risk of contracting the COVID-19 virus. I agree to assume and accept all risk associated therewith on behalf of all related participants/Users, with the understanding that as the signing party I am only assuming and accepting such risk individually on behalf of the signing party if all other participants/Users provide their own signed form; the signer remains responsible for any participants/Users that do not provide their own signed form. My assumption of risk, release, indemnity and hold harmless obligations on behalf of all participants/Users also expressly applies to any liability, claim or action for damages based on COVID-19, including any exposure to, infection by and/or contraction of the COVID-19 virus. Participants/Users agree to abide by all requirements of the "COVID Compliance Attachment", which is attached hereto.

Resident/Responsible Party Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Reservation Approved By: \_\_\_\_\_ Date \_\_\_\_\_

Payment Received \$ \_\_\_\_\_ Check # \_\_\_\_\_ Authorization # \_\_\_\_\_ Date \_\_\_\_\_ Insurance Received \_\_\_\_\_

Management Check List:  Bathroom  Kitchen  Carpet  Clean-Up  Wall Condition  Equipment

Miscellaneous: \_\_\_\_\_

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

# The Willows Community Center Reservation Fee Structure

Room	Capacity	Fee (2 hrs)	Additional Per Hour	Full-Day Charge (M-S, 8 hr. maximum)	Nonprofit Fee 2hrs/Additional Hour/Full Day
Meeting Room A	90	\$120	\$60	\$300	\$60/\$30/\$200
Meeting Room B	45	\$90	\$45	\$240	\$42/\$21/\$120
Meeting Room C	80	\$120	\$60	\$300	\$60/\$30/\$200

**All fees paid by credit card, debit card, money order or checks made payable to “The Summerlin Council.”**

**Please note: Fees will be waived for meetings of Summerlin clubs, sub-associations and non-profit organizations whose membership consists of 100 percent Summerlin residents (i.e. members of the Summerlin North, South or West Community Association). A signed contract with group roster including Summerlin identification numbers is required.**

## Summerlin Community Centers Rules And Regulations

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

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/vaping 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 room rental fee and completed reservation contract. Reservations may be submitted for consideration up to four months in advance. 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 and payment. All fees paid by credit card, debit card, money order or checks made 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.

Chairs and tables are included in the room rental. (Chairs and tables are only permitted outside of the building with prior approval of Council staff. Additional fees may be incurred if events are held outside of the community center.)

Facilities may be reserved Monday through Friday from 9 a.m. to 8 p.m. based on availability and Saturdays from 9 a.m. to 2 p.m. or by special appointment. All reservations are scheduled by appointment only.

Facilities may have existing seasonal décor installed in meeting rooms which may not be altered or removed for reservations.

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, additional fees may apply.

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.

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 made six days or more prior to the event will incur a \$5 fee. Cancellations made five days or less before the event will be assessed a \$50 fee. Under certain conditions, rescheduling without a fee may be allowed based on availability.

**No alcohol may be served or consumed on the premises.  
No smoking/vaping is allowed in the community centers.  
No illegal activities are permitted.**