



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

The Summerlin Council

Willows Community Center Reservation Contract

Name of resident responsible for rental: _____ Resident ID# _____

Responsible Resident Subdivision: _____ Address: _____

Phone: _____ Email: _____

HOA/Organization Name (if applicable): _____ Contact: _____

Phone: _____ Email: _____

Date Reserved: _____ Arrival Time: _____ Departure 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 completed per form. Payment must be attached to reserve the room.
 Room set-up and clean-up is the responsibility of the resident/group renting the facility and 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.

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	70	\$180	\$90	\$360	\$90/\$45/\$180
Meeting Room B	30	\$110	\$55	\$220	\$55/\$27/\$110
Meeting Room C	80	\$220	\$110	\$440	\$110/\$55/\$220

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 master associations, 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 Associations). Meetings that qualify for a waived fee are limited to a maximum of four hours including set-up and clean-up. Kitchen access is not included. The Council reserves the right to request proof of non-profit status and/or attendee rosters including addresses to verify Summerlin residency.

Summerlin Community Centers Rules And Regulations

Members of the Summerlin North, South and West Community Associations, including Summerlin non-profit organizations, 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.

No firearms or weapons are allowed on the premises.

Fee Waivers: Fees will be waived for meetings of Summerlin master associations, 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 Associations). Meetings that qualify for a waived fee are limited to a maximum of four hours including set-up and clean-up. Kitchen access is not included. The Council reserves the right to request proof of non-profit status and/or attendee rosters including addresses to verify Summerlin residency.

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 acceptance of a completed reservation contract and payment of room rental fee. Reservations may be submitted for consideration up to four months in advance of the date of intended use. 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 rental payment. Fees may be 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 factored into the reservation request. Fees are assessed based on the duration of the event or meeting including set-up and clean-up times.

Kitchen rental is available at the Vistas, Trails and Gardens Community Centers. Please note: Kitchen rental is not available at the Willows Community Center.

As part of the room rental, a limited number of chairs and tables are available for use. (Chairs and tables are only permitted outside of the building with prior approval by 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 arrangement. Reservation requests will be reviewed by appointment only. Please call 702.341.5500 to schedule a time to meet with a designated Council team member.

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 a rental, 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 does not comply with the Rules and Regulations or abuses or damages the facility.

Bounce Houses and other inflatables are not permitted inside the community center.

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.

Use of kitchen facilities is only allowed when included in the rental contract and must be left in pre-event condition. Trash and other items must be removed from the premises immediately following the rental. Dumpsters are located at all Summerlin community centers. Please inquire with a team member for dumpster location.

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 seven days or more prior to the event will incur a \$5 fee. Cancellations made six 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.

No firearms or weapons are allowed on the premises.