

# VILLAGE PARK COMMUNITY ASSOCIATION (VPCA)

A California Non-profit, Mutual-benefit Corporation, Irvine 92612

## VPCA Clubhouse Reservation Application

Date of Application \_\_\_\_\_ Date Requested \_\_\_\_\_

Homeowner / Resident Applicant's Name \_\_\_\_\_

VPCA Address \_\_\_\_\_ Irvine, CA 92612

Home Phone \_\_\_\_\_ Alt Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Description of Event \_\_\_\_\_

Time of Use: Start \_\_\_\_\_ End \_\_\_\_\_ Number of Guests \_\_\_\_\_

The applicant, or for lessees, landlord-owner, must be a member in good standing to reserve and use the Clubhouse. Please submit this form and required checks to the VPCA office at least two to three weeks in advance of your request event date. You may pick up the Clubhouse key set up to two (2) days before your event. [Be sure to make arrangements for key set pick-up, as the VPCA office is closed evenings and weekends](#) (office hours are Monday – Friday 8:30 a.m. – 4:30 p.m.).

VPCA Management Office  
4552 Michelson Dr., Irvine, CA 92612  
949-786-8722 Bus. 786-8072 Fax

Clubhouse Reservations: Assistant Manager Peggy Paradise CCAM® - [peggy@vpca.net](mailto:peggy@vpca.net)  
General Manager George Ross CCAM® - [george@vpca.net](mailto:george@vpca.net)

State Law requires that the gate remain closed and locked at all times. It is the responsibility of the applicant to make sure the gate is monitored.

**Reservation and Use Agreement:** By signing below, I as applicant agree to ensure that I will be present throughout my event to ensure attendees adhere to the Village Park Community Association Rules and Regulations. I agree to take responsibility for any and all damages caused by my or my guests' use of the Clubhouse / facilities and am aware that violation of VPCA's Rules and Regulations and / or misuse, breakage, damage, or improper / inadequate cleaning of the Clubhouse / facilities will result in the forfeiture of some or all of my deposit, may result in additional charges and may result in suspension of my privilege to use VPCA facilities. I am aware that under California Alcoholic Beverage Law #25658A, no alcoholic beverages may be served to minors and that VPCA will **not** assume any responsibility or liability arising from the serving or consumption of alcoholic beverages on the premises.\* I have read and understand this application, the attached "VPCA Clubhouse Reservation Procedures", "VPCA Clubhouse Rules" and "VPCA Clubhouse Cleaning Checklist" and accept the requirements and restrictions contained therein.

\*Note: Additional, specific insurance is required for any event where alcohol will be served. Contact the VPCA office for requirements.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

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## VPCA CLUBHOUSE RESERVATION PROCEDURES

The Association Clubhouse is for the social and recreational use of VPCA residents. **Commercial uses are prohibited.** Management reviews applications to confirm the nature of proposed events. The Association reserves the right to deny use. If necessary, a reservation will be cancelled with notice.

In addition to the Clubhouse itself, the Clubhouse reservation includes temporary exclusive use of the (one) barbecue nearest to the Clubhouse and the four tables and chairs nearest to the Clubhouse.

**Reservation Application:** Any adult (18+ years of age) resident in good standing of VPCA may apply to reserve the Clubhouse. The applicant signs the reservation application and must be in attendance at all times during the subject event.

Reservations may not be made more than 60 days in advance except by VPCA committees, Board meetings and Village Park Piranha Swim Team.

- A resident may secure no more than one reservation at a time.
- The Clubhouse is usually rented only once per day. Exceptions are the Saturdays (typically four) in the summer when the Clubhouse is being used in conjunction with a VPCA Piranha swim meet. On such days, the Clubhouse should be available for events after 3:00 P.M.
- Reservations can be accepted for Memorial Day, Labor Day, Thanksgiving, Christmas, New Year's Eve, New Year's Day, or Easter Sunday.

**A reservation is valid only when a completed application and the related usage fee and deposits checks have been received by VPCA office staff.**

**Usage Fee:** The fee for usage of the Clubhouse is \$50.00 by check made payable to VPCA. Applicants who cancel their reservation at least 48 hours before the event date will have their usage fee returned. During December, 14 days advance notice of cancellation is required to receive return of the usage fee. Otherwise, usage fees are non-refundable.

**Deposit:** A refundable damage, misuse and / or excess cleaning deposit is required, payable by check made payable to VPCA separate from the usage fee check. The amount of the deposit is dependent on the expected number of attendees:

<b>1-10 People</b>	<b>\$50 Usage Fee</b>	<b>\$200 Deposit</b>
<b>11-30 People</b>	<b>\$50 Usage Fee</b>	<b>\$400 Deposit</b>
<b>31-53 People</b>	<b>\$50 Usage Fee</b>	<b>\$750 Deposit</b>

The deposit will be returned provided the Clubhouse is left clean in an undamaged condition and has not been misused in violation of the Clubhouse Rules. Applicants should allow up to two weeks for return of deposit.

The maximum capacity of the Clubhouse, established by the Irvine Fire Department, is 49 persons. Compliance with this restriction is of utmost importance for the safety of all.

**Publicity Prohibited:** Any publicity or advertising of any event to be held in the Clubhouse is prohibited: Board or a VPCA Committee events and non-celebratory community, political or election-related events are exempt.

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## VPCA CLUBHOUSE RULES

1. Violation of Clubhouse Rules may result in immediate dismissal from the premises as well as forfeiture of deposit and suspension of common area privileges.
2. State Law requires that the gates to the Recreation Area must be kept closed at all times. Do not prop the gates open--guests can enter by resident Pool key or be let in by a person at the gate.
3. **Clubhouse Hours: 8:00 A.M to 10:00 P.M.** If the Clubhouse is not cleaned and vacated by 10 PM sharp, an additional fee will be charged at a rate of \$30 per hour to pay for security personnel overtime. The doors must be locked completely after use and the attached "Cleaning Checklist" must be followed.
4. Bathrooms are located in the cabana building above the Main Pool.
5. Only the Clubhouse and its assigned single barbecue and four tables may be reserved for exclusive use—the office will make available "Reserved use" table signs to help reinforce the assignments. All other areas and amenities, e.g., the balance of the barbecues and tables and chairs, the outdoor sink, tennis courts, volleyball court, spa and swimming pools, may not be reserved.
6. There is no smoking in the Clubhouse.
7. The volume of any amplified music must be held to a reasonable level. Amplified music is not allowed after 10:00 p.m. Live bands are not permitted.
8. Do not decorate using staples, nails, tacks, tape of any kind, nor anything else that may cause damage to the Clubhouse. An alternative is to buy and use "Command" brand "damage-free hanging" clips or their equivalent.
9. A full-size refrigerator located in the closet immediately to the right of the kitchen and is available for your use. Do not turn off or defrost the refrigerator.
10. The folding tables and chairs in the room, and the tables and other items in the closet immediately to the right of the refrigerator closet, are available for your as-is use on the date of your event. No VPCA property may be borrowed for personal use or taken from the immediate area. The upholstered couches, chairs and the oak tables may not be removed from the room.
11. A fireplace is available for your use. The gas is controlled using a typical fireplace key. Ensure the gas is shut off before you leave.
12. Do not leave any food items in the refrigerator or Clubhouse. All trash (perishable and non-perishable) must be removed from the premises and disposed of properly in the bins in the outside, free-standing dumpster enclosure south of the office. The small key on the Clubhouse key set opens the enclosure padlock.
13. Wet swimwear or other wet apparel may not be worn or brought inside the Clubhouse.
14. Fire regulations stipulate no more than **forty-nine (49)** people can occupy the building at one time. In case of a fire emergency there is a fire extinguisher in the Clubhouse and another located in the barbecue area.
15. Return the Clubhouse key set to the VPCA office within two (2) business days after the event during office hours (Monday-Friday 8:30 a.m. – 4:30 p.m.) or by dropping the key set in the office wall drop box. Delay or failure to return the key set may result in a charge against your deposit.
16. Your full deposit will be returned upon the following conditions: 1) the Clubhouse is determined to be clean (tile floor mopped, carpet vacuumed or swept, furniture in place, free of any stove or oven spills, all trash removed and properly disposed of), 2) the Clubhouse is free of damage), 3) there have been no violations of the Clubhouse Rules & Procedures, and 4) the Clubhouse key set has been returned on time.
17. VPCA allows bounce houses. Use of a bounce house with your event requires separate application, documentation and deposit. Ask office staff for application and assistance if you would like to use a bounce house.
18. Park in designated spaces only. Vehicles not parked in designated spaces are subject to towing at owner's risk and expense per VPCA's governing documents and CA Vehicle Code 22658(a).

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**VPCA CLUBHOUSE CLEANING CHECKLIST**

- Mop tile floor, vacuum. A vacuum and a mop are kept in the “event closet” immediately to the right of the refrigerator closet.
- Wipe tables and counter tops clean and dry.
- Bag all trash created during your event and remove it from the premises to the dumpsters in the outside, free-standing enclosure south of the office. Complimentary trash bags should be in the event closet. The key for the trash enclosure padlocks is the small key on the Clubhouse key set.
- Remove all decorations and attachments.
- Return all furniture to the locations depicted in the provided photo(s) or diagram.
- Leave the refrigerator empty and wipe it clean of spills.
- Clean and dry the coffee maker, if used.
- Clean up any stovetop spills and oven spills and wipe off the stove top.
- Any outside or rented furniture, equipment and / or other items must be removed the day of the event or, if no event is scheduled the next day, the next day.

After completing the checklist, please sign below and deliver the checklist to the VPCA office when returning the clubhouse key set. You may use the black & silver wall drop box near the office door to return the key set and paperwork.

\_\_\_\_\_  
Name/Signature

\_\_\_\_\_  
Event Date

If clubhouse was not in satisfactory condition when you arrived for your function, please list specifics:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

THANK YOU!

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**VPCA CLUBHOUSE KEY SET PICK-UP**

Clubhouse Key Set # \_\_\_\_\_ was picked up by:

Name \_\_\_\_\_ Address \_\_\_\_\_

Date of Event: \_\_\_\_\_

I agree to return VPCA Clubhouse key set # \_\_\_\_\_ to the VPCA office within two (2) business days after my event. In understand that failure to return the key set or / delay in returning the key set will result in forfeiture of some or all of my deposit.

**Picked Up:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

VPCA staff initials \_\_\_\_\_

**Returned:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

VPCA staff initials \_\_\_\_\_