

FACILITIES USAGE FORM

For scheduling functions in Common Areas of Discovery Bay Resort

Today's date: _____

Sponsors:

Committee Chair 1 _____ Lot _____ Email _____

Leaseholder _____ Lot _____ Email _____

Date of event: _____ Time of event: From _____ to _____

Facility: _____ Number of People _____

Type of event:

_____ Informal social group of personal guests/visitors that include non-leaseholders

_____ Formal Organization (an organization with a fixed set of rules of intra-organization procedures and structures),
Outside Group. Make application directly to the BOD

_____ Other/Outside vendors for profit: Explanation: _____

Fees: \$10/half day \$20/full day-Events where Leaseholders pay to get into the event or are charged for a service or item
will be charged according to the fee schedule.

Usage Agreement: Please initial each statement and sign at the bottom indicating your acceptance of this agreement.

_____ I have read and accept **Rule 13 Common Area** of the DBR Rules.

_____ I will be responsible for normal clean-up afterwards and replace furniture to its original configuration. The Resort
Manager will inspect the facility after the event and give written notice if further repairs of cleaning are necessary.

_____ I respect the integrity of DBR security. I will not give out the Gate Code.

_____ I will limit attendance to facility capacity.

_____ I will inform my guests/visitors of park rules (No smoking in Common Areas), speed limit, parking, etc...

_____ Guests/Visitors or not to be left alone in common areas without a leaseholder present (restrooms excluded)

_____ I will replace DBR supplies and launder linens (use only scent free laundry products)

_____ I will arrange for any repairs or additional cleaning if required after Manager inspection. If I do not handle it
myself, I will reimburse DBR for and costs to clean or repair.

_____ If I do not honor this Usage agreement and Rule 13, I may lose my privilege to hold future events in common
areas.

I understand and accept this Facility Usage Agreement:

Leaseholder/BOD Member

Date

Resort Manger

Date

Facility inspected by: _____ **Date:** _____ **Satisfactory** _____ **Unsatisfactory** _____

If unsatisfactory, action needed: _____

Final inspection if needed by: _____ **Date:** _____

