



150 Cavan Ln. Orlando, FL 32828
office@eastwoodcommunity.com
(407)823-9494

COMMUNITY ROOM RESERVATION FORM

Resident Name: _____
Eastwood Address: _____, Orlando, FL 32828
Home Phone: _____ Work Phone: _____ Email: _____
Reason for use (ex: birthday party): _____
Beginning Time: _____ End Time: _____ (maximum of 3 hours, must be complete at least 15 minutes before cabana closing hours)
Day and date of use: _____ Total number of people: _____ (Max of 25)

1. Reservation of the Community Room is on a first come, first serve basis.
2. Reserving the Community Room will not interfere with any Committee or Board of Directors meetings being held in the Community Room.
3. A refundable deposit of \$100.00 must be received with this completed form before the reservation is confirmed. The fee must be paid in the form of check or money order made payable to Eastwood Community Association. **NO CASH WILL BE ACCEPTED. No Exceptions.**
4. Use of the Community Room is limited to Eastwood residents and their guests. Events held on behalf of another community require prior Board approval and will be subject to a fee of \$500 per use.
5. The resident must be always in attendance during the function and is responsible for the actions of all guests. The number of attendees is limited to 25 people (including residents) and all functions must be over by 9:00PM.
6. Noise must be kept to a reasonable level. **NO LIVE MUSIC or DJ's permitted.**
7. The resident will be held financially responsible for all damages, any misuse, mishandling or unauthorized utilization of Association property. Please do not move the tables in the Community Room. **Glitter is not allowed in the Community Room.** The Room must be cleaned immediately upon conclusion of the event. The room should be left in the condition in which it was found. Garbage must be taken to the on-site dumpster located in the Cabana parking lot. A walk through of the premises will be conducted no later than the following morning.
8. Any cleanup needed as a result of this event will result in the forfeiture of the ENTIRE DEPOSIT.
9. The consumption of alcohol is prohibited.
10. All facility guidelines must be observed. No pool parties are allowed.
11. The account must be in good standing (current on assessments and no open violations.)
12. Room may not be used on a Holiday or Holiday weekend.
13. Nothing is allowed to be attached to the walls with thumb tacks or tape.
14. No group may reserve the Community Room more than 1 night a month during weekday nights after 5:00 from Monday through Thursday with room availability. Groups may reserve meetings more often during weekdays before 5pm, Fridays, Saturdays, and Sundays with room availability. Board, Committee, and official ECA business takes precedence and can displace any other group's meeting as needed. A group may reserve the 'community room, if available, more times during a month but only with a reservation request less than a week in advance of each booking but ECA business still takes precedence.

Any violation of these rules may result in the denial of future use of the facilities. If additional monies are required to restore the facility to its condition prior to this event the Association reserves the right to recover all damages or cleaning fees incurred from the resident named above. If legal action is required to enforce the terms of this agreement, all cost incurred with such action, including reasonable attorney fees will be sought against the signer below.

I hereby attest that the above information is correct, and I have read and agree to abide by these rules.

Signature of Resident: _____ Date: _____

Preserving And Enhancing Your Way Of Life
Eastwood Community Association, Inc.
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