



150 CAVAN LANE
ORLANDO, FLORIDA 32828
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Preserving and enhancing your way of life

COMMUNITY ROOM RESERVATION FORM

Resident Name: _____

Eastwood Address: _____, Orlando, FL 32828

Home Phone: _____ Work Phone: _____

Email: _____

Reason for use (ex: sewing class): _____

Beginning Time: _____ End Time: _____ (maximum of 3 hours)

Day and Date of use: _____ Total Number of People: _____ (max 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. The resident must be in attendance during the function at all times 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.
5. Noise must be kept to a reasonable level. **NO LIVE MUSIC or DJ's** permitted.
6. 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. 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.
7. Any cleanup needed as a result of this event will result in the forfeiture of the ENTIRE DEPOSIT.
8. The consumption of alcohol is prohibited.
9. All facility guidelines must be observed. No pool parties are allowed.
10. The account must be in good standing (current on assessments and no open violations.)
11. Room may not be used on a Holiday or Holiday weekend.
12. The Community Room is locked so a key must be signed out from the office one (1) business day prior to the event. Upon completion of the event, place the key in the drop-box outside the office.

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: _____

Received By: _____ Date: _____