

WINDSONG SONOMA HOMEOWNERS ASSOCIATION

Request for Clubhouse Reservation

I, _____ Owner of _____
Name Unit Address

Wish to reserve the Clubhouse for Myself Tenant
(circle one)

_____ on _____ for
Tenants Name Date

Brief Description of Function

I have read and understand the attached Rules. I assume full responsibility for myself or my tenant. Everyone in attendance will be in compliance of these rules. I am also aware that there is **no alcohol allowed** in the clubhouse and that I must provide a Certificate of Insurance. I understand that failure to follow the Rules may result in restriction, suspension, loss of privileges or fines.

Signature of Owner Phone Date

Signature of Tenant Phone Date

\$250.00 Check Number _____
Deposit

PLEASE RETURN COMPLETED FORMS TO:

EVENTS@WINDSONGRP.COM

Revised 7/2026

**WINDSONG SONOMA HOA
CLUBHOUSE RESERVATION RULES AND
REGULATIONS**

- 1. Only owners have the authority to reserve the Clubhouse and assume all responsibility for their Tenants use. Tenants must have written consent from the Owners.**
- 2. No use of scotch tape or clear tape** on walls or surfaces. You must use blue painters tape. any tape residue or leftover pieces will be billed accordingly.
- 3. Reservations EXCLUDE the Pool, Jacuzzi and exterior charcoal BBQ Area.** These are common area amenities and are not to be exclusive use.
- 4. There is NO cooking/BBQ/Flames permitted under the awnings in front or back of building.** The awnings have fire sprinklers, any cooking/heat appliances under or near awning will be an immediate cancellation.
- 5. Time limit is 9:00 p.m.** every evening. (including clean-up) The buildings alarm sets at 9:15 and the lights will turn off. The key fob will only allow entry starting at 7am the day of usage, and will not work after 9pm.
- 6. Clubhouse must be cleaned and ready for inspection the following day.**
- 7. No loud noise, loud music or alcohol is allowed.**
- 8. Guests must remain within the confines of the Clubhouse.** Do not open the pool door, it is an alarmed emergency exit only.
- 9. There is a \$250.00 refundable deposit required.** If the Clubhouse is left clean with no damages and all inventory checks out, the \$250.00 deposit check is returned.
- 10. A Certificate of Insurance for the day of the event is required and must be received 7 days prior to the event.** Certificates can be obtained from your individual insurance agent as a rider to your policy. Coverage must be for \$1,000,000 liability and \$10,000 per person medical coverage. **The Windsong Sonoma HOA and Grapevine Property Services LLC must be named as Also Insured.**
- 11. All responsible and in attendance agree to hold harmless the Windsong Sonoma HOA, its members, directors and agents in case of accident, injury, theft of personal property or other calamities.**

Unit # _____

Date of event _____

Owner

Date

Tenant

Date

The reservation applicant certifies that the information provided above is true and complete. Any misrepresentation regarding the identity of the host or the purpose of the reservation may result in forfeiture of the deposit, suspension of clubhouse privileges, and other enforcement remedies permitted by the governing documents. The host must be present and in the building at all times.

CATERING:

If you are planning on hiring a catering company, please provide that companies insurance info.

Caterers and their equipment must be self contained. Do not use building outlets for commercial equipment, and no extension cord use is permitted.

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**Building Maximum Occupancy: 50 people*

~~Covid 19 Sanitation Addendum:~~

~~Due to Covid 19 the Windsong Sonoma Board of Directors will require an additional (non-refundable) sanitation fee of \$80.00 per event.~~

~~This fee covers professional sanitation on all touch points, furniture, fixtures and doors. Sanitation will take place when your rental is complete. This fee is NOT a standard cleaning fee, and you are still expected to leave the clubhouse in clean condition with all furniture and objects back in their original location. Thank you for your understanding and cooperation.~~

Resident Initials: _____

Pool Table Addendum:

DO NOT attempt to move or relocate the pool table – this will damage the table.

DO NOT set food or drinks on the pool table.

Condition of the Pool Table and equipment is checked between every rental and any wear and tear noted on walk through is to be listed below:

Any damage to the Pool Table will be removed from the Clubhouse rental deposit and/or billed accordingly to restore the Pool Table to original condition.

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Resident Initials: _____

Board Member Initials: _____

Clubhouse Pre-Rental Walk Through:

Please note any damage/wear and tear that is present on the areas/items below. Any noted damage after rental concludes will be deducted from clubhouse rental deposit. If cost of damage is to exceed the security deposit, the overage will be billed to resident accordingly.

Furniture – including couches, chairs, booths, tables and ottomans

Carpet and Flooring-

Kitchen Appliances and Counters –

Dining Area and Tables –

Resident Signature: _____

Board Member Signature: _____

CLUBHOUSE CLEANING CHECKLIST

Before you use the clubhouse, check the condition of the premises. The return of the \$250.00 cleaning deposit is contingent upon cleaning up. (The check will be voided) Additional cleaning will be billed accordingly from the cleaning service. These charges do not include any damages.

Condition

Before	After	
_____	_____	Vacuum
_____	_____	Clean All areas with wood floor
_____	_____	Empty Trash
_____	_____	All Doors / Windows Shut and Locked
_____	_____	furniture restored to original locations
_____	_____	Clean Appliances and Turn Off

** Additional Comments: