

Reservation Taken By: \_\_\_\_\_ Date: \_\_\_\_\_

# Florencia™

AT THE COLONY GOLF & BAY CLUB™

23850 Via Italia Circle • Bonita Springs, FL 34134

## Social/Billiards Room Reservations

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Unit# \_\_\_\_\_ Owner Name: \_\_\_\_\_

# of Guests \_\_\_\_\_ Deposit Collected: Y/N \_\_\_\_\_

I take full responsibility for the social/billiards room and the facilities that I am reserving and for each person that is my guest.

- Unit Owners are responsible for cleaning the social/billiards room (including the kitchen if used) immediately after using the room. All trash should be disposed of in the provided receptacles or taken to the trash room located in the garage at the conclusion of the event. If the social/billiards room or the kitchen is not properly cleaned, the Unit Owner will be charged a cleaning fee at a minimum rate of \$70 /hour.
- If the Unit Owner finds that the room is not clean when the Unit Owner has reserved it, the Unit Owner must notify the Association's Manager or the Privacy Officer immediately.
- The unit Owner is responsible for any damages that may occur during the use of the facilities and must report damage to the Association's Manager.
- If the kitchen area is used:
  - All trash must be removed and disposed of in the provided receptacles or taken to the trash room located in the garage at the conclusion of the event.
  - All dishes, glassware, and utensils must be washed, dried and put back in their original places. Dishwasher supplies are located under the sink.
  - Floors and counter tops must be free of grease and debris.
  - The oven and refrigerator must be clean and free of debris.
  - Left-over food must be removed from the refrigerator, or they will be disposed of.
- Items requested for use:
  - Tables / How many: \_\_\_\_\_
  - Chairs / How many: \_\_\_\_\_
  - Trash Receptacle
  - A/C adjusted / Temperature: \_\_\_\_\_
- Kitchen Key Check out: Yes  No
- The Association will collect a security deposit in the amount of **\$500.00** from any Unit Owner who has previously been noticed for violating the amenities rules and regulations or amenities policies; and/or if the size of the gathering exceeds twenty-five (25) persons for a private event.

Unit Owner Signature

Date

Florencia Use only: Inspection Completed by: \_\_\_\_\_ Time: \_\_\_\_\_

Deposit Returned:

Key Returned:

A/ C Adjusted to 76°:

SOCIAL ROOM USE AND CLEAN UP CHECK LIST  
RESERVATIONS FOR PRIVATE USE

Owner: \_\_\_\_\_ Unit # \_\_\_\_\_

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

**Room shall be returned to its original state no later than 10:00AM the following morning.  
General cleaning and carpet cleaning materials must be used and are located in the Kitchen  
closet and under the kitchen sink.**

- All trash shall be removed and disposed of in the provided receptacles or taken to the trash room located in the garage at the conclusion of the event.
- All Association dishes, glassware, and utensils must be washed, dried and put back in their original location at the conclusion of the event, but no later than 10:00AM of the morning following the event. Dishwasher supplies and specific cleaning materials are located under the sink.
- Coffee pots should be emptied, washed and put in their original location. Do not plug in.
- Disposal should be run and cleared of any debris.
- Sink should be cleaned.
- Tiled floors are to be swept, and then washed if needed.
- Carpeted areas are to be vacuumed.
- Glass table tops are to be cleaned.
- The oven and refrigerator must be clean and free of debris.
- All food, alcoholic beverages, etc., must be removed at the conclusion of the event or they will be disposed of.
- All personal items must be removed at the conclusion of the event. The Florencia will not be responsible for any lost or stolen items left in the room.
- Furniture and all other property in the room should not be changed or removed. If tables and chairs are moved within the room, they should be returned to their original location.
- If removed, the pool table cover and padding must be replaced and cues, balls, racks and bridges returned to the proper storage location.
- Turn off all lights, TVs, stereo and equipment. Remotes & books shall be returned to their original location.

Room inspected by \_\_\_\_\_ on \_\_\_\_\_

(Use the back of this form for any notations)