



The Asso. of Pelican Point, Inc./c/o Clover Key, Inc
Community Association Management



110 Imperial Street, Merritt Island, FL 32952
Office: 321-501-1523

www.CloverKeyInc.com E-Mail: office@cloverkeyservices.com

CLUBHOUSE RESERVATION FORM
CLUBHOUSE HOURS ARE 8:00AM – 10:00PM

OWNER/RESIDENT _____ UNIT#: _____

PHONE #: _____ Email: _____

DATE OF FUNCTION: _____ FUNCTION HOURS: FROM _____ TO _____

TYPE OF FUNCTION: _____ NUMBER OF GUESTS EXPECTED: _____

Reservations must be made by contacting the management office to check the availability. Then, in the event the Association has no plans for using the facilities, your reservation will be made and accepted after you have read this form, agree to abide by the forthcoming conditions, scan & e-mail it to office@cloverkeyservices.com If you have questions, please contact the management office – Clover Key Inc. - at 321-501-1523.

Manager will sign below and place your name on the monthly calendar so the clubhouse will not be used for any other functions.

RULES:

DO NOT GIVE OUT YOUR GATE CODE-Have someone available to let your guests in the gate.

1. Owner must fill out this form entirely and submit to the Association office for approval.
2. Room must be left clean and empty by 10:00pm:
 - A. Floors swept (and mopped, if necessary)
 - B. Tables wiped down and clean.
 - C. All dishes washed and returned to their proper place.
 - D. Sink, counter and bathrooms must be wiped down and clean.
 - E. All trash must be in garbage bags, not left out.

You as the Owner/Resident assume full responsibility for the premises while they are in your care, custody and control and therefore you MUST be PRESENT during the entire time the facilities are being used by your group.

I HAVE REVIEWED AND I UNDERSTAND THE ABOVE RULES, AND I AGREE TO ABIDE BY THE REGULATIONS.

Owner Signature Date

Approved Date