



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



110 Imperial Street, Merritt Island, FL 32952  
Office: 321-735-7624

[www.cloverkeyservices.com](http://www.cloverkeyservices.com) E-Mail: [office@cloverkeyservices.com](mailto: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 their 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](mailto:office@cloverkeyservices.com) If you have questions, please contact the management office – Clover Key Inc. - at 321-735-7624.

The 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. The owner must fill out this form entirely and submit it 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 were washed and returned to their proper place.
  - D. The sink, counter and bathrooms must be wiped down and cleaned.
  - 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 THEM AND I UNDERSTAND THE ABOVE RULES, AND I AGREE TO ABIDE BY THE REGULATIONS.**

\_\_\_\_\_  
Owner Signature Date

\_\_\_\_\_  
Approved Date