



# Mountain Valley Homeowners Association

c/o Lordon Management Company

## FACILITY USE PERMIT

### **Important!**

**Applicant must meet the following requirements to apply:**

1. Must be a member of Mountain Valley HOA in good standing.
2. Must be a resident of MVHA tracts 1933, 1934, 1935, 1936 & 1937.
3. Insurance rider may be required depending on the event. Any rental equipment (i.e. Moonbounce) operated on association property must have an insurance rider naming Mountain Valley HOA as an additional insured. Rider must be received by MVHA a minimum of 72 hours prior to the event date. A Moonbounce in the park will require a generator, to be provided by the homeowner/rental company.
4. Must complete and submit this application in its entirety, including fee and deposit as applicable.
5. Rental fee for the clubhouse is based on the following tiers. There is no fee for the park area.

Tier	Number of Participants	Duration of Event (including set-up time)	Rental Fee	Security Deposit	Type of Event (Private Events start at Tier 2)
1	1-19	4 hours	Free	Free	Community Event: Book Club, Art Class, etc.
2	20-25	4 hours	\$100	\$100	Team Party, Birthday Party, Baby Shower, etc.
3	26-50	8 hours	\$250	\$250	Reunion, Birthday Party, Baby Shower, etc.
4	50+	12 hours	\$500	\$500	Wedding, Birthday Party, etc.

6. Club must not be opened prior to 9:00 am. Violation of this rule will result in a fine of \$100 if the alarm is activated.
7. The clubhouse must be cleaned immediately following the event. Event must be over, and the facility cleaned by Midnight. The rental rate is \$100 per hour for each hour after 12:00 am. Any portion of the hour will be charged as a full hour. If you follow the general rules, clean satisfactorily and no damage is done, the security deposit will be refunded.
8. Once the application is approved, a minimum cancellation fee of \$25 will apply.
9. Minimum 72-hour cancellation notice is required.
10. The association is not responsible for items left or delivered to the facility.
11. No glitter or confetti. This includes inside the clubhouse and on the park grounds.
12. The pool is excluded from rental and may not be used for insurance reasons.
13. No glass bottles are allowed on the property (including both pool and park areas).
14. Guest parking is to be around the park and not in front of houses.
  - The park, BBQ area, pool eating area and game courts will remain open to the community during any event. Please be respectful and share the space kindly. You may come early to set up your space if you would like to be in a specific area of the park, but it is first come, first served.
  - Bathrooms are not to be denied to any homeowner because of an event at the clubhouse.
  - In the event these rules are not followed your event will be canceled. You and your guests will be asked to leave. Deposits will not be refunded.



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Homeowner Name: \_\_\_\_\_ Account # \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Homeowners Insurance Carrier: \_\_\_\_\_

Agent Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Policy No: \_\_\_\_\_

Reason for Use: \_\_\_\_\_

Grounds - **Non-exclusive use only**,  
maximum 100 people

Clubhouse - maximum 100 people  
Tier #1, 2, 3 or 4: \_\_\_\_\_

10'x15' EZ Up Rental - \$25 Fee

Date: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Number of adults attending (21 and over): \_\_\_\_\_ Children: \_\_\_\_\_

Will alcoholic beverages be served?

- Yes  
 No

It is the sole legal responsibility of the Homeowner renting this facility to enforce the legal drinking age restriction (21 years +) and shall Hold Harmless this Association and its Membership.

Initial \_\_\_\_\_

**Does your homeowners' policy have Liquor Liability Exclusion?**

- Yes**
- No**
- N/A**

**Will you clean after the event?**

- Yes**
- No**

**I UNDERSTAND THAT I (homeowner) MUST BE PRESENT DURING THE ENTIRE EVENT, (including set up and clean up).**

**Initial \_\_\_\_\_**

**I ASSUME FULL FINANCIAL RESPONSIBILITY FOR ALL COSTS OF DAMAGES, INJURIES, AND LIABILITY WHILE USING THIS FACILITY TO THE EXTENT THAT SUCH COSTS OF DAMAGES, INJURIES, AND LIABILITY WERE NOT CAUSED BY THE NEGLIGENCE OF THE MVHOA. I AGREE TO HOLD THE MVHOA HARMLESS FROM ANY SUCH COSTS OF DAMAGES, INJURIES, AND LIABILITY, AND TO DEFEND THE MVHOA FROM ANY AND ALL SUCH CLAIMS, INCLUDING, BUT NOT LIMITED TO, THE FULL ASSUMPTION OF THE COST OF SUCH DEFENSE, INCLUDING, BUT NOT LIMITED TO, COSTS AND ATTORNEY'S FEES.**

**Initial \_\_\_\_\_**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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**Send this form via email to Jennifer:**

**Email:** [jennifer@mylordon.com](mailto:jennifer@mylordon.com)

**Questions?** (818)707-0200 ext. 5003

**Mailing Address:** Lordon Management Company, Attn: Alison

1100 Flynn Rd. Suite 204, Camarillo, CA 93012

\*To expedite the security deposit refund process, please email or call Alison after the event.