

Caughlin Ranch Homeowners Association
1070 Caughlin Crossing
Reno, NV 89519
Phone: (775) 746-1499; Fax: (775) 746-8649

Community Conference Center Use Procedures

The responsible party must be an **OWNER IN GOOD STANDING** with the Caughlin Ranch Homeowners Association (CRHA).

Name: _____ Home phone: _____ Cellular phone: _____

Address: _____ Unit/Lot#: _____

Date of rental: _____ Hours From: _____ To: _____

Type of Function: _____ Est. # of Guests: _____

Host(s): _____

(An owner in good standing is defined as an owner who is current on their assessments and has no outstanding fines or unresolved violations.)

Community Conference Center (CCC) requirements:

1. A Cleaning Deposit of \$100.00 will be required for functions where food will be provided.
2. A Key Deposit of \$25.00 will be required for functions that take place after 5:30 p.m. Monday through Friday, and/or on Saturday or Sunday.
3. The Caughlin Ranch owner (responsible party) will be provided a CCC door key and temporary alarm system keypad code for functions that take place after 5:30 p.m. Monday through Friday, and/or on Saturday or Sunday. The main office will be locked and inaccessible.
4. The temporary alarm system keypad code will be deleted after the function and the key must be returned within 24 business hours of the function. Failure to return the key will result in forfeiture of the Key Deposit.
5. Certificate of Liability Insurance coverage in the amount of \$500,000 naming CRHA at 1070 Caughlin Crossing as an additional insured will be required for the following:
 - a) Functions where alcohol will be provided
 - b) Functions that will continue or take place after 5:30 p.m. Monday through Friday; the time the Association's business office closes.
 - c) Functions that will take place on Saturday and/or Sunday.

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Use Restrictions

1. **Smoking is NEVER allowed in or near the entrances/exits of 1070 Caughlin Crossing.**
2. When applicable, a \$100 Cleaning Deposit, \$25.00 Key Deposit, and/or Certificate of Liability Insurance **must** accompany this application. Deposit checks shall be made payable to the Caughlin Ranch Homeowners Association.
3. The refundable Key Deposit will be returned upon receipt of the CCC door key within 24 business hours of the function.
4. The refundable Cleaning Deposit will be returned within seven (7) days of the function with a favorable post-function inspection. Allow at least two (2) weeks for partial refunds (if applicable) resulting from an unfavorable post-function inspection.
5. Use hours are from 8:30 a.m. to 10:00 p.m. Please commence clean-up and prepare to exit a minimum of one-half (1/2) hour prior to the end of the use time.
6. You must supply your own cleaning supplies, equipment, etc. and remove all trash.
7. Any expenses incurred by CRHA in excess of the Cleaning Deposit due to an unfavorable post-function inspection, or misrepresentation on this application, will result in a special assessment charge to the Caughlin Ranch owner (responsible party).
8. Activities will be stopped and all persons escorted out at closing time or at any time nuisance complaints are received by the Board of Directors, management and/or their agent/representative.
9. A representative from the Board of Directors, management and/or their agent/representative may inspect the CCC during the use period at their discretion.
10. I, _____ (a Caughlin Ranch owner) will be present for the duration of the function and be responsible for clean-up, the actions of my guests, enforcement of the Use Restrictions, and any damages (including A/V equipment) or other liability created as a result of this function.
11. I, _____ (a Caughlin Ranch owner) have been provided a copy of the CCC Use Restrictions and will ensure that my guests and I have read them prior to the date of the function and that we will strictly follow them.
12. It is expressed by endorsement that I agree to indemnify, defend and hold the Association and its agents harmless from and against all actions, claims, allegations, liabilities, and demands related to this agreement. I agree to pay any related damages, losses, attorney's fees, costs and expenses of any kind or nature thereof.

SIGNED: _____ DATE: _____