

**KIMRY MOOR HOMEOWNERS ASSOCIATION
CLUBHOUSE INFORMATION & RESERVATION FORM**

TO RESERVE CLUBHOUSE: Contact Gloria Colton (315.637.3883)

Return entire form to: Gloria Colton, 401 Kimry Moor

PARKING: Parking lot is limited to 25 cars. All other cars must park on Mott Rd. Because it is narrow there is no parking on Kimry Moor Rd.

SPONSORING HOMEOWNER'S RESPONSIBILITIES:

1. Must be in attendance of the event at all times.
2. Return tables and chairs to where originally located.
3. Stove and oven should only be used for **reheating NOT cooking**. All spills on the stove and in the oven should be cleaned up. Check to ensure the stove is off.
4. DO NOT USE THE FIREPLACE. Do not place food or drink on coffee table.
4. Treat any spills and soils immediately. Cleaner and rags are located under the sink. Vacuum rugs and kitchen.
4. Dispose all trash and recyclables in the appropriate dumpster. Put new bag into garbage pail.
5. Check to ensure the stove is turned off. Close door to the basement. Turn off all lights.
6. Heat and air conditioning should be returned to their original setting. Turn off all lights and lock the top and bottom locks on the front door. (Door does not lock automatically.)

Available for your use: coffee maker, tea kettle, microwave, refrigerator, and trash bags (or you may bring your own).

Homeowners must supply anything else that is needed for your event such as: paper towels, dish towels, paper/plastic products, platters, serving utensils, sugar coffee, tea, ice, etc.

A minimum \$100.00 clean up fee may be assessed if the Clubhouse is not left in a satisfactory condition.

Please reserve the Kimry Moor Clubhouse for:

Name _____ Telephone _____

Rental Date _____ Time _____

As the sponsoring homeowner, I agree to pay the cost of any cleaning, repairs and property damage arising from the event.

Signature _____ Date _____