

# RESERVATION OF COMMUNITY CENTER



Resident/Organization: \_\_\_\_\_  
Booking Contact: \_\_\_\_\_  
Event Date: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Event Time: \_\_\_\_\_

## General

The maximum occupancy of the Community Center is 109 persons. I understand the total guests will not exceed the maximum occupancy in order to comply with fire safety codes. I certify at the termination of use all entrances to the Community Center will be secure. I agree to return the access key to the office no later than 24 hours after the termination of use. I acknowledge the right of management to make any and all judgments regarding excessive noise and/or disturbances emitting from the Community Center.

## Liability

I assume full responsibility for the conduct of my guests and the condition of the Community Center at the termination of use. I agree to hold management and owner harmless against any and all liability incurred as a result of my use of the Community Center.

## Cleaning & Damage

Accompanying this request is a cleaning and damage deposit of \$100.00. I agree that this deposit is refundable only to the extent that it exceeds the actual cost of cleaning and damage. If the actual cost of cleaning or damage exceeds the amount of deposit, I agree to personally pay any excess cost. I agree that cleaning will be completed by the termination of use.

## Food, Beverages, & Alcohol

There are no limitations on food and beverages consumed in the Community Center. I agree there will be no alcoholic beverages on the premises without the written consent of management. I assume full responsibility for all guests consuming alcoholic beverages and certify they are of the age of 21 or older. I will remove all remaining food and beverage items at the termination of use.

## Fireplace

\_\_\_\_\_ The fireplace will not be used during my event.

\_\_\_\_\_ The fireplace will be used during my event. I understand and agree to the attached fireplace policy and operating instructions.

Booking Contact Signature \_\_\_\_\_

Date \_\_\_\_\_

Laughlin Representative \_\_\_\_\_

Date \_\_\_\_\_

### Cleaning & Damage Deposit (Office Use Only)

Received From:

The Landings at Laughlin Rep:

Date Received:

Amount:

\$

Check #:

### Termination of Use (Office Use Only)

The Community Center was left in the following condition:

Damages	Fee	Cleaning	Fee
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**TOTAL \$** \_\_\_\_\_

Total Cleaning & Damage Deposit: \$ \_\_\_\_\_  
 Less Total Cleaning & Damage Fees: \$ \_\_\_\_\_  
 Total Amount Refunded: \$ \_\_\_\_\_

Booking Contact Signature \_\_\_\_\_ Date \_\_\_\_\_

Laughlin Representative \_\_\_\_\_ Date \_\_\_\_\_

**Fireplace Policy & Operating Instructions**

I certify that I will be the only person operating the fireplace and that I am above the age of 18. I understand the screens must be closed while fireplace is in use. Please use the diagram below for reference.

**To Light Fireplace:**

1. Ensure manual shutoff valve is fully open. This valve is located to the right of the fireplace near the hearth. To open this valve, use the key to turn completely to the left.
2. Set remote selector switch to the OFF position.
3. Press in and turn control knob clockwise to the OFF position.
4. Wait five (5) minutes to clear our any gas. Then smell for gas around heater and near the floor.

*If you smell gas: **STOP***

- a. DO NOT try to light any appliance.
- b. Do not touch any electric switch; do not use any phone in the building.
- c. Immediately call the fire department, 830-298-5633 and the emergency maintenance request line, 830-298-2609.

If you do not smell gas: continue to step 5.

5. Press in and turn control knob counterclockwise to the PILOT position. Keep control knob pressed for five (5) seconds.
6. With control knob pressed in, push down and release ignitor button. This will light the pilot. The pilot is attached to the rear of the front burner. If needed, keep pressing the ignitor button until pilot lights.
7. Keep the control knob pressed in for thirty (30) seconds after lighting pilot. After thirty (30) seconds, release the control knob.
8. Slightly push in and turn the control knob to the ON position.
9. Wait one (1) minute and switch remote selector switch to ON position.
10. Set flame adjustment knob to any level between HI and LO.

**To Turn Off Fireplace:**

1. Turn control knob clockwise to the OFF position.
2. Set remote selector switch to the OFF position