



shelter bay community, inc.

1000 Shoshone Drive • La Conner, WA 98257 • 360-466-3805

For Office Use Only	
Applicant is a member in good standing	
_____	_____
Initials	Date

RENTAL OR FACILITY USE AGREEMENT

I. Date of Event: _____ Number Attending: _____

Hours of the Event: _____

II. Facility to be used:

A. Clubhouse: (Circle applicable line below)

	Type of Event	Damage Deposit	Fee	Event Sponsor	Approval Required
1	Personal	Yes	Yes	Member	Manager
2	Personal	Yes	Waived?	Member	Soc & Rec Committee
3	Soc & Rec Committee Sponsored Events	No	No	Member Soc & Rec Comm	Soc & Rec Committee
4	Shelter Bay Business or Services	No	No	Member or Manager	2 Signatures Required: Manager and/or Board Members
5	Memorial Service	Yes	No	Member	Manager
6	SB Yacht Club	Yes	No	Member	Manager

*Must ALSO complete Social/Recreation Committee Event Application.

B. Marina BBQ Area (no charge) _____

C. Rainbow Park BBQ area (no charge) _____

D. Martha's Beach (no charge) Fire Pit: _____ BBQ's: #1 _____ #2 _____

III. Type of Event: _____

IV. Any type of special equipment being rented with the Clubhouse: (list) _____

Using the information provided on this form, the Shelter Bay Office will arrange gate entry for event guests.

AGREEMENT (to avoid fines and/or loss of deposit):

I have received a copy of Rules & Regulations, Part I – General, Article IV Clubhouse, and Article V Parks and Barbeques, and Clubhouse Guidelines which I have read and agree to abide by. I agree to secure any necessary documentation for serving any type of alcohol, maintain an acceptable noise level, clean the facilities area, and I also agree to be responsible for any damage to the facility incurred above the amount of deposit.

S.B. Member/Resident responsible: (Print Name) _____ Lot _____

Signed: _____ Date: _____

Mailing Address: _____ Phone: _____

_____ (City, State, Zip) Email: _____

Referred by: _____ to Soc./Rec. Committee meeting of: _____

Deposit: Clubhouse \$ _____ PA system \$ _____ Piano \$ _____ TV _____

Large Screen Projector: \$ _____ Other: _____

Date Paid _____ (Deposit must be received no later than 30 days prior to event)

Rental Fee: Clubhouse \$ _____ PA system \$ _____ Piano \$ _____ TV \$ _____

Large Screen Projector: \$ _____ Other: \$ _____

Date Paid: _____ (Rental Fee must be received no later than 15 days prior to event)

Propane Fee: \$ _____ Key # _____ Picked Up: _____ Returned: _____

Date Paid _____

Approved Denied By: _____ Date _____
Manager or Board Member

By: _____ Date _____
Board Member

By: _____ Date _____
Soc./Rec. Chair

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Refund Requested: Date _____ Shelter Bay Representative: _____

Refund Includes: Clubhouse \$ _____ Equipment \$ _____