

***Amenity Facilities Reservation  
Policy, Process & Procedure***  
(as of 2/01/23)

**Highlights**

1. Walden Park homeowners and authorized tenants only may reserve the clubhouse and recreational facilities (amenities) or events that are for the use of the homeowner or authorized tenant. The homeowner or the authorized tenant that reserves the facility must accompany their guests in the clubhouse at all times.
2. Authorized Tenant. Tenant information must be on file at the management office prior reservation request. On file means name, telephone number and email address, and a copy of the lease / rental agreement.
3. Your account must be in good financial standing with the Association. This includes all fees and assessments at the time of inquiry, reservation, and as of the rental date. *(No exceptions)*
4. Print, READ and complete the Use Agreement form in its entirety making sure you provide valid telephone number and email address.
5. **Reservations cannot be made more than three months in advance.**
6. Payments for the rental event must be submitted at the time the Clubhouse rental use agreement is submitted. Check with the manager to find out where to send a check or money order (no cash).
7. Hours of operations are Friday – Sunday, 10 a.m. – 11 p.m. which includes setting up, check-in, rental hours, breaking down things, light cleaning and check-out. ***(Exceptions can be discussed with the community manager).***
8. Check-in time can be 2 hours before your scheduled event.
9. All events must be over and the clubhouse cleaned up for check out by 11 p.m. There will be an additional fee of \$ 100 per hour after 11 pm.
10. Cancellation Fees are imposed on rental fee as follows:
  - 25% of the rental fee paid is not returned when cancelled 21 days before the proposed rental date.

- 50% of rental fee paid is not returned when cancelled 14 days prior to the proposed rental date.
- 75% of my rental fee will be kept if I cancelled 13 days or less before the event.
  - Subject to the above cancellation fee conditions, the deposit will be refunded in whole or in part by regular USPS mail.

11. Occupancy in the clubhouse is limited to 103 people.

12. No smoking, pets or wet clothing are permitted inside the clubhouse at any time.

13. No grills, deep fryers or portable stoves are allowed in the clubhouse or on the clubhouse grounds. Sternos or commercial warmers are permitted for use to keep food warm.

14. Clubhouse Rental Fee is \$ 400 for the day.

Recreational facilities rental fee for each amenity

- First, to use the grand lawn or amphitheater-gazebo, the clubhouse must be rented (\$400)
- An additional \$100 for reserving grand lawn or amphitheater-gazebo.

15. To make reservations, contact:

- a. Community Management Associates (CMA)
- b. Ms. Darcy Beardsley, Community Manager, (770) 306-7523
- c. [dbeardsley@cmacommunities.com](mailto:dbeardsley@cmacommunities.com)

16. Reservations are confirmed based on a first-come-first-serve basis. The first to submit all forms and payments will be given the reservations. (*No Exceptions*).

17. Furnishings or clubhouse decorations are not to be removed without prior approval. Do not place chairs, buffet tables or anything against the walls.

18. Cleaning is the responsibility of each renter.

- a. The flooring and countertop should be free of all debris.

- b. Trash and garbage generated by the function must be bagged and disposed in the dumpster outside of the clubhouse near the basketball court.

19. Mailing Information: Print, READ, Sign, and Return (scan / email, fax, or drop off):

- a. The signed Clubhouse Facilities Reservation and Use Agreement
  
- b. Two (2) separate payments made to Walden Park HOA (Clubhouse):
  - Deposit fee
  - Rental fee(s)
  
- c. Check-In /Check-Out Form

Please make sure each cashier's check of money order reflects your unit address and the reservation dates.

Payable to: Walden Park Community

Mailed To: Walden Park Community Association  
C/O CMA  
P.O. Box 65851  
Phoenix, AZ 85082

20. During the week of your scheduled event, you will be contacted by the community manager regarding your event.
21. At check in, the person who reserved the clubhouse must show picture identification to the association representative / event checker in. If the person and the I.D. do not match up, the clubhouse will not be turned over to the renter.