

INLAND GREENS/CEDAR RIDGE, Inc. (IG/CR, Inc.)  
**CLUBHOUSE KEY ISSUANCE FORM**

Owner's Name: \_\_\_\_\_ Key #: \_\_\_\_\_

Address (of IG or CR owner or contractor): \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Email Address (required, please): \_\_\_\_\_

Phone # Day: ( ) \_\_\_\_\_ ; Night: ( ) \_\_\_\_\_

Reason for Needing Key (*Only request a key if it is very important that you have frequent access!*):  
\_\_\_\_\_

Official Position with HOA (circle all that apply): *IG or CR HOA Board officer, HOA Committee President/Chair; Contractor; Other (such as social group President. See below and be specific):*  
\_\_\_\_\_

**Agreement:** It is understood and agreed that the clubhouse key issued to me may not be loaned to any unauthorized person at any time or reproduced. **The key is the property of IG/CR, Inc and is being loaned to me for official use of the facility. I have read and agree to the current "Clubhouse Rules, Policies & Procedures" (available on web site: [www.inlandgreens.net](http://www.inlandgreens.net)).**

A key can easily be picked up at PMC for *infrequent* use of Clubhouse. **Key access to this facility is limited to individuals who are willing to assume liability and responsibility for the security of the equipment, facility and furnishings and have an official HOA reason for a key** (ie. host frequent (more than twice a month) meetings, cleaning service/contractor, or HOA-recognized social group Chair/President). Individual must be a homeowner or Board appointed volunteer or contractor.

**When I open/use the facility I will remain present and be responsible for managing it well** (ie. cleaning, lights off, blinds open, doors closed and locked, replacing furniture that is moved, no personal items left, etc.) and leaving it in as good, or better, condition. To keep the Master Calendar up to date, *I need to submit an "Application and Agreement Form" with very specific times for any activity/event* and will use the "Inspection Checklist" at the end of each use.

I am responsible for this key and will *immediately* report the loss or theft of it which may necessitate the expense of changing the locks for the security of the facility. I agree to reimburse the HOA for reasonable costs it may incur to replace all keys and/or change locks.

This key is to be returned to PMC immediately upon a change in my official HOA position/title/status as stated above. My name will then be removed from the Master List.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Please submit this form to Premier Management Company (1985 Eastwood Road, Suite 202 Wilm 28403). If approved, you will be notified.

**Office Use only:**

Approval for Key/authorization by: \_\_\_\_\_

Name/Title

Date

Date key picked up: \_\_\_\_\_; Key # \_\_\_\_\_; Date Key Returned: \_\_\_\_\_

(Dec 2015)