

The Pointe at Rising View Reservation Request and Agreement

We are pleased you have chosen to utilize The Pointe at Rising View!!!
Please provide us with the following information regarding your event:

Date of Event: _____/_____/20____ Day of Week: _____

Start Time: _____ End Time: _____

Type of Event: _____ How Many Attendees: _____

Which room will you be utilizing: (Please Circle One) Small Room Large Room
(Large room occupancy is not to exceed 150 persons. Small room occupancy is not to exceed 30 persons.)

Name: _____ (Hereinafter you will be referred to as HOST)

Address: _____

Contact Number: _____

A refundable deposit of \$300 is required. Your deposit will be refunded provided there are no violations of The Pointe Agreement which is located on page 2. Please note: an automatic \$50 will be charged if tables and chairs are not put back in place.
(Instructions available located on the wall by the back door)
If keys are not returned event host will be responsible for full costs of lock and key replacement.

Host Signature: _____

Printed Name: _____

RV Representative: _____

Printed Name: _____

Date of Reservation Request: _____

Host Responsibilities

As HOST you agree to the following:

1. You agree to be present at all times during your event.
2. You agree to engage your guests to assure the quiet enjoyment of the facility by other parties who may be in or around the facilities. (HOST shall not permit loud noise, music or conduct which could disturb other residents in the community.) HOST shall not allow any illegal act to be committed in or around The Pointe.
3. You agree to leave the facilities clean and to be vacated no later than the above noted time.
4. To avoid any misunderstanding regarding damages we highly suggest a pre-use inspection checklist be completed and any findings reported to Rising View immediately. A post-use check list will be completed by Rising View to determine the extent of charges (if any).
5. Charges for inadequate cleaning/damages will result in a partial refund of the deposit. Should it be determined the charges have exceeded the deposit amount, said charges, will be billed to HOST and become due immediately. Damage charges will reflect actual repair or replacement costs.
6. HOST herewith acknowledges there is to be NO smoking inside The Pointe. HOST will not charge admission or cover charges.
7. HOST acknowledges he/she is solely responsible for her/her actions and the actions of his/her guest(s) regarding the use and care of the facilities during this reservation period.
8. HOST agrees to immediately suspend all activities and vacate the premises upon notification of the OWNER to vacate.
9. HOST agrees to indemnify and save harmless OWNER, Offutt AFB American First Communities, LLC, their agents, servants and employees from and against any/all damages or injury, that may occur due to the HOST use of The Pointe.

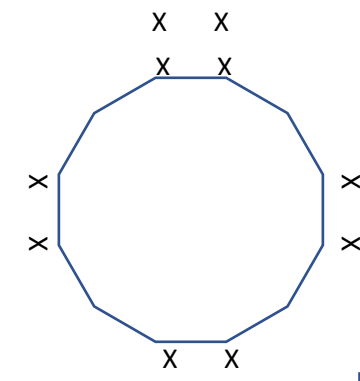
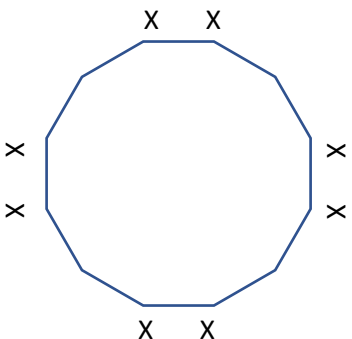
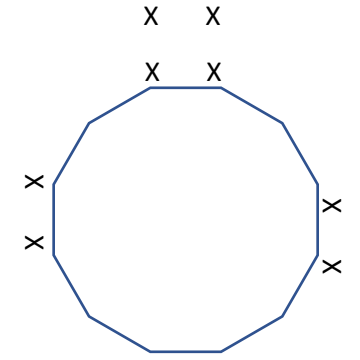
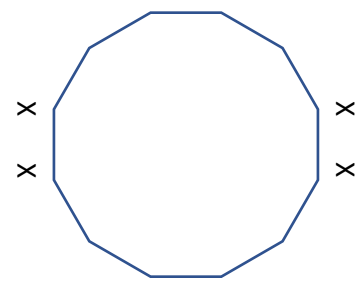
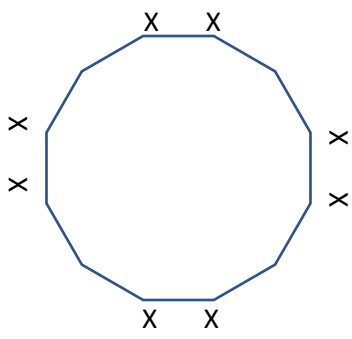
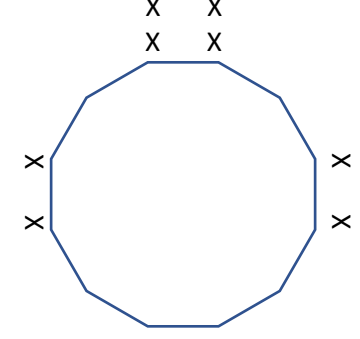
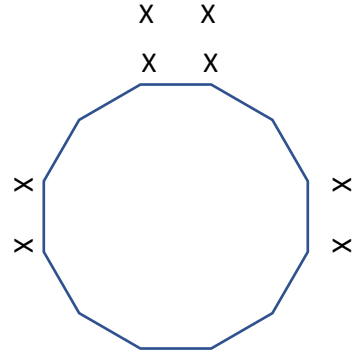
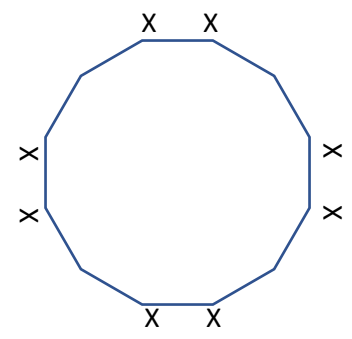
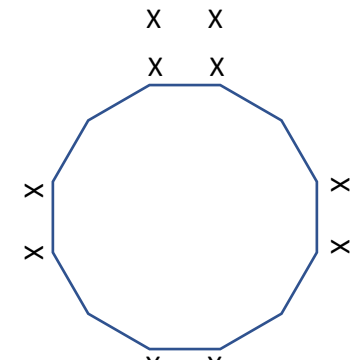
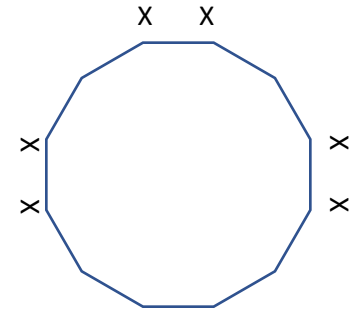
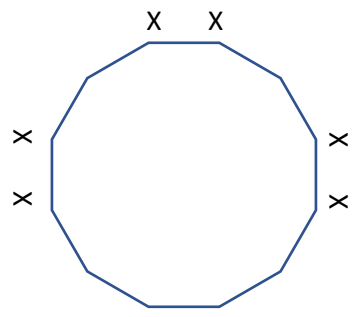
Small Community Room Door

Hallway Door

Kitchen Window

Kitchen Door

Terrace Door



Utility Door

Projection Screen

Storage Door

Back Door

Parking Lot

The Pointe Inspection Checklist

Upon receipt of keys, we encourage you to pre-inspect The Pointe. If you find any of the below items not in compliance, please let the office know immediately by calling us at 402.991.9840 ext 1 or by emailing us at offutt@burlingtoncapital.com.
If you are emailing us, including pictures is encouraged.

- Chairs and tables need to be in proper position (see reverse side of checklist)
- Vacuum carpets
- Sweep and mop floors in all areas utilized
- Wipe down tables
- Stack and return any chairs that you removed from storage
- Pickup and remove trash and place in dumpster located in parking lot (replace trash bags)
- Pickup and sweep patio (if used)
- Wipe down counters and sinks in kitchen and in bathrooms
- Clean and put away any utensils or supplies you used
- Wipe up spills in, around and on appliances (oven, microwave and fridge)
- Remove any food and beverages from refrigerator
- Pick up all cigarette butts and any additional trash outside
- Turn off any lights and lock all doors

Please enjoy your event!