

<i>Pavilion Reservation Form</i>		
Name	Lot #	Date
E-Mail	Phone #	
Date of Event	Time Requested (Duration)	
Type of Event		Estimated Attendance
I have Read & Agree to Follow Rules- Owner/Renter Signature:		Date:
Board Member Signature for Approval		Date Approved

Pavilion Reservation Policy & Rules

Owners may reserve the pavilion or clubhouse for a private function. The sponsoring owner must sign an agreement of responsibility for any damage and cleanup. This includes, but not limited to emptying the trash containers, cleaning the tables and sweeping the floor and any other cleaning as a result of the event. Clean up must be done immediately before leaving the pavilion, not later. The sponsoring owner will be given a copy of the reservation agreement and the clubhouse/pavilion rules. The doors to the laundry/restrooms cannot be propped open or taped open during pool hours at any time except by a board member. Any damage to the pavilion will be billed to the member booking the pavilion. Reservations for the clubhouse will be handled by emailing your completed form riverpinesrvresort@gmail.com, putting it in the drop box or connecting with a board member or auxiliary member. Reservations for the pavilion will be handled by emailing your completed form riverpinesrvresort@gmail.com, putting it in the drop box or submitting to a board member or auxiliary member. The pavilion reservation does not include use of the pool by guests of the private event reservation. Guest of the private event are not permitted in the pool area. Guests of the private event are only permitted to use the 1st floor bathrooms inside the clubhouse as regulated by the sponsoring owner. Sponsoring owners/renters may not hang or secure decorations, banners, signs or any other party event material or media with nails, tacks, screws, tape that leaves a sticky residue (Duct tape) or any other fastener that would disfigure the walls, posts or any portion of the pavilion structure. Sponsoring owners will be fined at the discretion of the board for any of these violations for repair of the pavilion. Sponsoring owners/renters are fully responsible for the remote controls that control fans and lighting. Sponsoring owners will be billed for replacement or missing remotes. Sponsoring owners/renters must turn off all power for fans, lighting and outlets or notify a board member at the conclusion of their event.