

# WILLOWBEND COMMUNITY ASSOCIATION, INC.

*A Corporation Not-for-Profit*

## RECREATIONAL CENTER RESERVATION REQUEST

**THIS REQUEST** must be submitted by an adult resident to the Property Management Company **AT LEAST SEVEN DAYS** prior to the event. An approved request permits **exclusive use** of **ONLY** the Kitchen and adjoining Covered Dining Area, both Gas Grills and all but ONE of the Round Tables with an Umbrella. The Center remains available to ALL residents from 6 a.m. to 10 p.m. Upon approval, the requester will meet with a member of the Recreational Facilities Committee for a walk-through of the facilities.

A REFUNDABLE DEPOSIT of \$100 payable by check to the Willowbend Community Association Inc. must accompany this request to cover possible clean up or damage charges incurred by the Association.

I (name) \_\_\_\_\_, residing at (address) \_\_\_\_\_  
(phone number) \_\_\_\_\_ request to reserve the EXCLUSIVE AREA for (type of event & approx. number of people) \_\_\_\_\_ on (day & date) \_\_\_\_\_ from (time) \_\_\_\_\_ to \_\_\_\_\_

### REQUESTER/HOST RESPONSIBILITIES:

1. Compliance with the posted rules for the Center.
2. No interference with or limitations on others using the **non-exclusive** areas of the Center i.e. the pool, spa, workout room and rest rooms etc.
3. Clean up completed within the time allotted above. Clean up includes but is not limited to the following;
  - Exclusive area is thoroughly cleaned i.e. counter tops, sink, tabletops etc.
  - Grills are fully turned off and cleaned with a steel brush (provided by Host)
  - Floors and decks in the Exclusive area are swept
  - All evidence of food, beverages, trash & garbage removed from the Center premises
4. All doors, windows and gates are securely closed and locked after the event.
5. All furniture and equipment are returned to original/found locations.
6. Adult resident is in attendance AT ALL TIMES during the event.
7. An approved copy of this request will be posted on the Homeowner Activities bulletin board at the Center entrance not less than 48 hours before the event.

If the Center is left in a condition requiring the Association to clean up and/or repair/replace damaged Association property, all costs will be deducted from the deposit. Damages or clean up costs greater than \$100 will be charged to the resident/host or homeowner of record.

This form must be signed by the resident making the reservation and is the person who will be in attendance throughout the event. Approval is by the Property Manager.

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
Property Manager Approval

\_\_\_\_\_  
Date

Copy for the Property Manager

Copy to the Requestor/Host (with copy of Rules for the Recreational Center)

Copy to the Chair, Recreational Facilities Committee

**Proponent:**  
**Recreational Facilities Committee**

**Recreational Center Reservation Request**  
**Updated September 2006**