

# Rivendell Community Association

## POOL RESERVATION REQUEST



**A reservation request form is MANDATORY for any event with eight (8) or more people attending**

This request must be submitted by an adult Rivendell resident at least seven (7) days prior to your event. An approved request permits exclusive use of ONLY the covered pool area and ONE of the round tables with an umbrella. The pool remains available to ALL residents from dawn to dusk. Upon approval of the Pool Reservation Request, you will be granted permission to use the pool for your event.

If two or more homeowners wish to reserve a party for the same day, the first person to submit the Pool Request will receive approval for use. If two parties are scheduled for the same day, it is recommended that the second party reschedule for a different day or time.

A REFUNDABLE DEPOSIT OF \$100, payable by check to Rivendell Community Association, must be submitted to cover possible cleanup or damage charges incurred by the RCA.

I (name) \_\_\_\_\_, residing at \_\_\_\_\_

request to reserve the EXCLUSIVE AREA for (type of event & approx. number of people)

\_\_\_\_\_ on (date) \_\_\_\_\_ from (time) \_\_\_\_ to \_\_\_\_

### REQUESTER/HOST RESPONSIBILITIES:

1. Compliance with the posted rules for the Pool.
2. Absolutely no glass is to be used in any part of the pool area and food/drinks must remain under the covered pool area.
3. No interference with or limitations on others using the non-exclusive areas of the Pool.
4. Clean up completed within the time allotted above. Clean up includes but is not limited to the following; Exclusive area is thoroughly cleaned. Floors and decks in the exclusive area are swept. All evidence of food, beverages, trash & garbage removed from the pool premises.
5. All doors, windows and gates are securely closed and locked after the event.
6. All furniture and equipment are returned to original/found locations.
7. Adult resident is in attendance AT All TIMES during the event.
8. An approved copy of this request must be posted on the Homeowner's Activities bulletin board at the pool entrance not less than 48 hours prior to the event.
9. If the Pool is left in a condition requiring the Association to clean up and/or repair/replace damaged property, all costs will be deducted from the deposit. Damages or cleanup costs greater than \$100 will be charged to the resident/host or homeowner of record.
10. 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: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

- A. EMAIL A COPY OF THIS COMPLETED FORM TO: [rivendellboard@gmail.com](mailto:rivendellboard@gmail.com)
- B. DROP A COPY OF THIS COMPLETED FORM AND YOUR DEPOSIT CHECK INTO THE ARC DROP BOX LOCATED AT THE ENTRANCE TO THE RIVENDELL POOL.