

The Woods Garden Club Homeowners Association

Reservation Policy and Agreement for Pool Event Parties and Social Functions

Purpose: This policy defines the rules and restrictions for reserving and conducting a social function or party at the Woods Garden Club HOA pool and related facilities. The pool and related facilities include the pool itself, the surrounding deck, pool restrooms, related pool furnishings within the pool fence line, and the greenbelt adjacent to the pool. The pool and related facilities are hereafter referred to simply as the “pool.”

Pool Event Reservation Privileges: Any active Woods Garden Club HOA member (hereafter referred to simply as the “Member”) in good standing may reserve a pool party on a “first come, first served” basis during the Summer Pool Season, except for **holidays and HOA posted events**. The Woods Garden Club HOA Property Manager and the Woods Garden Club HOA Board of Directors reserve the right, at their sole discretion, to deny pool event reservation or pool usage privileges in their entirety to Members who have an established history of abusing said privileges and pool rules and regulations

Limitation on the Number of People at Pool Events: Under this policy any reserved pool event party shall be limited to a maximum of twenty (20) people, including the Member making the reservation. All parties are limited to a 2 ½ hour timeframe, and only one Member party can be scheduled at a time.

Party Times Available: During the Summer Pool Season, except for holidays and HOA posted events, a party can be reserved for any open times available.

Pool Party Reservation: Members wishing to reserve a pool party shall fill out an event application available at the Property Manager’s office. There is a refundable \$25.00 party fee. If the member does not possess a pool key, a temporary key will be issued for a refundable \$25.00 fee. The Reservation Application and any applicable fees must be submitted to the Property Manager at least one week (7 days) prior to the requested pool event date.

- At least one (1) adult chaperone must be present **for every five (5) children or teenagers** under the age of 18.
- The Member reserving the pool party is responsible for clean-up of the party area. This includes returning all furnishings to their normal positions, picking up all party trash from the pool area, and removing all party trash from the pool premises (i.e., taking the trash home, etc.).
- Failure to abide by these clean-up rules could result in forfeiture of deposit and pool privileges.

Party Area: The Property Manager will assign the party event to a specific area designated for such events. All non-pool activities are to remain in the designated event area.

Compliance with Pool Rules: The Member reserving the pool party event shall be responsible for the familiarization and compliance of their guests with the current Pool Rules and Regulations, which can be found on the Woods Garden Club HOA website (<http://www.thewoodsgardenclub.com/pool.php>).

Non-Interference with other Members: The Member reserving the pool shall ensure that the event, including all on-site preparation and post-event cleanup activities, does not interfere with the normal use of the facilities by other Members and their guests.

Presence of the Member during the Event: The Member reserving the pool shall be present at the event at all times.

Termination of Event: The Property Manager and the HOA Board of Directors have the right, at their sole discretion, to terminate any event at the pool that they deem “out of control,” harmful to other Members, in violation of the HOA pool rules, or where there is reason to believe illegal activities are taking place or are likely to take place, or where there is reason to believe that the Woods Garden Club HOA Members or their guests are at risk for appreciable harm, including damage to the pool.

Cancellation of Event by Member: The Member reserving the pool may cancel their reservation by emailing the Property Manager (wgcboard@thewoodsgardenclub.com) no later than twenty-four (24) hours before the scheduled start of the event; this is considered a “valid” notification of cancellation. Management shall have ten (10) business days after receiving a valid notification of cancellation to refund the Event Fee received with the member’s event application.

Cancellation of Event by HOA: The Woods Garden Club HOA Board of Directors may cancel an event that a Member has already reserved. This will generally only be done if the condition of the pool cannot be suitably remediated in time for the event, or the existence of a state of emergency or various Acts of God, or other events or conditions that actually or potentially prevent the safe, healthful, and peaceful use of the pool by the Member and their guests. In such a circumstance, the Property Manager shall contact the Member as soon as it is practical to do so. If the party cannot be rescheduled, a refund of the party fee, if one had been paid, to the Member will be made within ten (10) business days after the scheduled date of the event. The Woods Garden Club HOA shall not be liable for more than the submitted application fee amount if the event is cancelled.

Exceptions to this Policy: Exceptions to this policy may be provided for The Woods Garden Club HOA-sponsored events at the sole discretion of the HOA Board of Directors.

POOL PARTY RESERVATION FORM

Homeowner's Name: _____

Homeowner's Address: _____

Homeowner's Phone No.: _____ E-mail Address: _____

Party Date: _____ Party Hours assigned _____ to _____

Party Guests

Number of Adult Guests _____ Number of Children or Teenage Guests under 18 _____

Pool Key Rental Fee: \$ _____ (\$25 refundable fee applies if homeowner doesn't have pool key)

Refundable Party Fee: \$ _____ (\$25)

Total Cost: \$ _____

By signing below I acknowledge the above rules and verify that I, and all members of my party, will abide by these guidelines, as well as any other posted pool rules. Failure to comply with these rules could result in termination of my household's right to host pool parties as well as temporary or permanent suspension of my pool access privileges.

Woods Garden Club HOA Member Signature: _____ Date: _____

----- **For Office Use Only** -----

Approved by: _____ Date: _____

Check List

Clean Up of Party Area: Yes ___ No ___ Comment: _____

Removal of Party Trash: Yes ___ No ___ Comment: _____

Returned all Pool Furnishings: Yes ___ No ___ Comment: _____

Returned party fee: Yes ___ No ___ Comment: _____

Returned "rental" Pool Key: Yes ___ No ___ Comment: _____

Comments: _____
