



Birchwood Pavilion Reservation Form

Homeowner/Resident: _____

Address: _____ Phone Number: _____

Email address: _____

Best time to reach you: Morning Evening

Event type: _____ (i.e., Birthday Party, Family BBQ)

Date Requested: _____ Timeframe (4 hrs. max): ____ am pm
until
____ am pm

How many guest (including children under 18): _____

Pavilion Reservation Guidelines

- Homeowner is responsible for cleaning the Pavilion floor and male/female restrooms with soap and water 1 (one) hour prior to reservation start time (mop and broom provided near restroom doors).
- Homeowner is responsible for cleaning the Pavilion floor and male/female restrooms with soap and water as well as discarding any trash into the trash bins within 2 hours after to reservation time has ended. Homeowners are responsible for supplying their own trash bags.
- A \$50 cleanup/damage deposit is due 48 hours prior to your event start date made payable by check or money order to Birchwood Homeowners Association, Inc., which will be returned within 48 hours after your event date upon HOA inspection of the Pavilion after the end of your event and time allotted for cleanup. If cleanup has not been done or damaged is caused by homeowner or guest, the deposit will be retained by the HOA.
- All tables and benches in the Pavilion must remain in the current position found upon your arrival. Tables and benches should not be dragged across the pavilion floor to combine. Dragging tables across the Pavilion floor may result in damage to the table legs and floor paint, which will result in your forfeiting the \$50 damage deposit.

- Homeowners with Board approved Pavilion reservations do not have exclusive use of the pool for their guests. However, they are not restricted to the "two guest per member" rule for the duration of their reservation time. Homeowners are still responsible for all guest's activities and safety while utilizing the Pavilion and pool area. **There is no lifeguard on duty at the pool.**
- Pool Chairs, tables and umbrellas must remain in the pool area and will not be reserved for the homeowner reserving Pavilion use and their guest.
- There is **no smoking** in the Pavilion area.
- There are **no glass** bottles allowed in the pool area.
- There are **no grills** allowed under the Pavilion or within 6 feet of the Pavilion entrance including the pool area.
- The male and female restrooms will remain unlocked during your event time.
- Please advise Birchwood HOA at board@birchwood.org at least 24 hours prior if you plan to cancel your reservation.

Homeowner/Resident signature _____ Date: _____

HOA received by: _____ Date: _____

Board Approved: _____ (Yes/No) Date: _____