

**For Office Use ONLY**

Use Fee Check # \_\_\_\_\_ Date Received/Posted: \_\_\_\_\_ / \_\_\_\_\_ Event Date: \_\_\_\_\_

Deposit Check # \_\_\_\_\_ Date Received/Refunded: \_\_\_\_\_ / \_\_\_\_\_ Key/CARD # \_\_\_\_\_

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**WOODRIDGE COMMUNITY ASSOCIATION  
PAVILION RESERVATION AGREEMENT**

Event Date: \_\_\_\_\_ Event Time (3 hrs./ End by 9pm): \_\_\_\_\_

Homeowners Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Email\*: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Guests (25 guests): \_\_\_\_\_

**REMINDER**

\_\_\_\_\_ All trash pertaining to the event must be removed from the facility premises after the function

\_\_\_\_\_ No glass bottles or containers in the pool or pavilion

\_\_\_\_\_ No alcohol

\_\_\_\_\_ **25 guest per party.** Only one party per day.

\_\_\_\_\_ Facility must be returned to its original clean condition after the function

\_\_\_\_\_ **Deposit required: \$75.00** (check form only, made payable to Woodridge Community)

\_\_\_\_\_ **Reservation Fee: \$25.00** (check form only, made payable Woodridge Community)

\_\_\_\_\_ All residents have access to the pool at all times during operating hours.

\_\_\_\_\_ The pool rules apply – 6 guests per resident.

\_\_\_\_\_ All events must be concluded and the pavilion vacated no later than 9:00 p.m.

\_\_\_\_\_ No grilling allowed.

In the event that you or your guests do not follow the rules and regulation for the pool and pavilion as outlined in this document and also shown by signs in the pavilion and pool area, you will forfeit your deposit and the ability to reserve the facility in the future.

***Reservations will automatically be cancelled if payment and form(s) are not received at Association Management office within 24 hours of scheduling reservation. No exceptions will be made to this policy.***

**RESERVATION DEPOSIT**

User shall pay to the Association a reservation deposit to be held by the Association as surety for proper cleaning of the facilities after use which is the sole responsibility of the User, and to provide reimbursement for repair or replacement of the Association's property and/or equipment required because of damage sustained incident to User's use of the facility. Cash is not accepted-acceptable forms of payment include checks, money orders or cashier's checks. These forms of payment must be made payable to the

Association. The deposit less expenses for unusual clean-up, damage repair or replacement will be refunded to the User within one (1) week after the party and inspection of the premises by the Board of Director member or a board appointed representative. The amount of any deposit deductions will be at the absolute discretion of the Board of Directors. Further, User agrees to reimburse the Association any additional sum required for clean-up, repair or replacement within ten (10) days from receipt of notice itemizing such damages, repairs or replacements.

In addition to the reservation deposit and any cleaning fees assessed, User will pay a non-refundable Reservation Fee to reserve the pavilion, which the Association will use to pay for expenses associated with ownership, operation, maintenance and repair of the pavilion.

#### **INDEMNITY**

**User, by accepting this Reservation Agreement, agrees to release the Association, its officers, directors, agents and employees from all damages and claims of every kind, whether to person or property, arising during, related to or in any other way connected with User's use of the premises. User agrees to hold the Association, its officers, directors, members, agents and employees harmless from damage, claim, lawsuit or judgment sustained by User or any other person, including caterers on the premises and to indemnify the Association, its officers, directors, agents and employees against any and all claims, demands, expenses, injury including those claims, demands lawsuits or judgment arising from the negligence of the Association, its officers, directors, agents or employees.**

#### **CONDUCT OF FAMILY & GUESTS, AND RULES**

User is solely responsible for the conduct of the family and guests on the premises incidental to or during the time of the Reservation Agreement. User must be present on the premises at all times during the reserved period. User agrees to be responsible for strict observance and adherence by User and User's family and guests of all rules and regulations of the Association regarding use of and conduct on the premises. User is responsible for making sure that adequate adult supervision is provided for functions held for persons 18 or under. User and User's guests/family/visitors are responsible for adhering to all facility rules as outlined on the Rules of the Association (which have been provided or which are available on request).

#### **TERMINATION**

The manager or any officer of the Association shall have the right to terminate this Reservation Agreement for any reason but not limited to nonpayment of fees or deposits at which time this Agreement becomes null and void. In the event the Association receives any credible complaints with regards to excess noise, damage or destruction of property; or the number of guests exceeds the number stated in this Agreement, the Association or any officer at his sole discretion can terminate this function and request User and all guests, whether

**Homeowners Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**DAMC Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_