

**COMMUNITY FACILITIES USER GUIDELINES**  
**MEMBER RENTAL RESERVATION REQUEST FORM**

Illegible form entries by a member may be rejected, please clearly and legibly type or print.

- A. EVENT REQUESTED TIME & DATE:** See Schedule 1 of the "COMMUNITY FACILITY USER GUIDELINES" for the Hours of operation for Community Facilities. Requested reservation times must be within the open hours of operation on days that the Community Facility is open.

Requested event date:  -   
Day of Week - Day - Month - Year

Requested Event Time:  - Start:  End:   
Total Duration (i.e. 3-hours) - (Start :10:00 a.m.-End: 1:00 p.m.)

\*NOTE: Rentals are 3-hour blocks)

- B. NUMBER OF PERSONS ATTENDING:** Must have at least 1 Adult (21 + years old) Member attending.

# of Adults who are also Members

# of Non-Member Adults (21 years old +): +

# of Children (16 Years old +): +

# of Children (Less than 16 Years old): +

Total Number of Persons Attending: =

- C. EVENT TYPE AND DESCRIPTION:**

Type of Event:

(i.e., birthday party, engagement dinner, football playoff party, educational presentation)

**Event Description:** Brief but complete and accurate description of what the premises are to be used for and any sequence of the events to occur to give Association staff a good idea of what will transpire at the event:

*(For example, "A birthday party for my 12-year-old son/daughter for his /her friends with a movie and pool use that may require both indoor and outdoor spaces for a maximum of 10 children and 2 supervising adults (who are both members) with the need for tables and chairs for all 12 people for cake and ice cream. We plan on having cake and ice cream and opening presents first followed by an hour or so of swimming in the pool before the kids are picked up.")*

**Renter Initials**

**D. EVENT FURNITURE RESERVATION REQUEST:** There are a limited number of event tables and chairs that can be supplied by the Association, and these are subject to damage from an event so reservations by a renter should take this into account and have a contingency plan just in case. Patio furniture may be available in limited quantity or may not be available for use if needed to serve existing residents for areas not included in the lease areas. Information on about the number and types of Association owned tables, chairs and patio furniture that can be made available at a particular Community Facility for indoor use only or indoor and outdoor use will need to be verified and coordinated with Association staff as part of the Private Rental Order ("PRO") after submitting this Member Rental Reservation Request Form.

**E. AREA(S) RESERVED/ACCESSED:** (Indoor maximum occupancy by fire code is indicated in parenthesis by Area)

Club Palmetto

Banquet Hall

Kitchen Area

Pool Barn

Banquet Hall

Kitchen Area

**F. MEMBER CONTACT INFORMATION:** The Association may contact a Member by phone, e-mail, text and/or by sending correspondence to their place of residence within the Community.

Member Name(s) - If more than 1 please print both persons full name (i.e. First and Last)

Member's Property Address in the Community

Renter Initials