

SEDGEMOOR PRIVATE PARTY RESERVATION GUIDELINES

Name _____

Group/Event _____

Date of Event _____ Time of Event 5:00pm to Dusk

I _____, agree to the following rules for usage:

1. Submit this request at least two weeks in advance of the event.
2. A sign on the entrance fence stating the time and date of the event will be posted by a member of the POA board 3 days in advance of the event.
3. Limit the number of guests attending to no more than 30.
4. Ensure that no glass containers are used during the event.
5. Remove all trash after the event.
6. Clean up spills.
7. Clean tables and countertops. Close umbrellas.
8. Turn off fans and lights.
9. Replace chairs and tables to their original places.
10. Follow the posted swimming rules.
11. The Sedgemoor POA is not responsible or liable for any reason.
12. The resident who made the reservation will be in attendance during the entire event.

Approved by Social Chairperson _____

Date _____

PRIVATE PARTY PROCEDURE FOR RESERVING SEDGEMOOR POOL FACILITIES

All requests to reserve the Sedgemoor pool facilities must be prepared on the form provided and approved by the Social Chairperson.

1. A copy of the approval of the request will be returned to the applicant within one week of the approved event.
2. The Social Chairperson will keep a calendar listing the date and time of all approved events and post on:
www.sedgemoorpoa.com
3. A member of the Sedgemoor Board of Directors will post a sign on the gate of the pool area at least 3 days in advance of the scheduled event, listing the date and time of the event.
4. Only Residents or Property Owners of Sedgemoor may reserve the pool area facilities for private parties.
5. Those who reserve the facilities are responsible for complete clean-up of the area after the event, including removal of all trash.
6. Applicant is financially responsible for any damages that might occur when using the facilities for special events.
7. Applicant must be present during the event.