

Abingdon Village Clubhouse/Pool Reservation Form

Please print.

Name: _____

Street Address: _____

Home Phone: _____ Cell Phone: _____

Event information (type of party): _____

of persons attending: _____

Date requested: _____ **Start time:** _____ **End time:** _____

Reservations are available to all residents, whose dues and special assessments are paid in full, and their guests per the guest permit policy. Reservations must be made **at least 7 days** (14 for the pool) in advance and accompanied by payment.

All private parties, pool parties, or events held on the grounds must also reserve the clubhouse. It may also be booked during normal pool hours when available. The cost is \$50 (check or money order payable to AVHA) for a total of six hours including set up and tear down time, along with a separate damage deposit of \$200 (also check or money order), which will be returned once the facility passes inspection and the keys are returned.

The pool **cannot** be reserved during normal pool operating hours. It **can** be reserved off-hours within the pool season. Lifeguards from our pool management company are required for pool parties and are paid for by the party host.

The pool/clubhouse may be reserved from 7:00 PM to 11:00 PM for special functions, but may be terminated earlier if excessive noise or disruption complaints are received from the surrounding neighbors.

Once the event is approved, the payment and deposit must be received within seven days of approval.

I understand that upon inspection, provided there is no damage and the keys are returned, my deposit check will be returned to me. Keys **must** be returned to the Hospitality Director or Pool Director immediately following the event.

- No wet swimsuits on the clubhouse chairs.
- No holes in the clubhouse walls, doors or door trim of any kind. This includes but is not limited to nails, thumbtacks, or staples. Tape is acceptable.
- Floor is to be swept, trash picked up from the grounds, trash cans emptied to the outside cans, and the clubhouse left in a tidy condition.

I understand that lifeguards working this event do so voluntarily and that their availability to support this event is **not guaranteed**. I also understand that:

- One lifeguard is required for parties up to twenty-five (25) people.
- Two lifeguards are required for parties of twenty-six (26) to fifty (50) people.
- Parties greater than fifty (50) people are approved only on a case-by-case basis.
- Cost for lifeguards is \$35 per lifeguard per hour, with the check payable to AVHA when the event is approved.
- I agree to adhere to the AVHA rules regarding the pool and pool behavior. (See other side.)

Signature of person requesting the event: _____ Date: _____

You may scan and email your request to avha@abingdonvillageha.com or deliver it in person to the hospitality director, or mail your request to Community First Management.

Pool Rules

- All persons are required to shower prior to entering the pools.
- No food or drinks are allowed within five feet of the pools.
- No chewing gum is allowed anywhere within the pool area.
- No glassware is allowed within the pool area.
- All trash generated by swimmers must be placed in trash containers or otherwise properly disposed of.
- No bicycles, skateboards, scooters, etc. are allowed inside the recreation area. No pets.
- Persons with open sores, wounds and bandages, diarrhea, or vomiting are not allowed in the pool.
- Proper swim attire is required to enter the pools: no cut-offs, no diapers.
- Lifeguards use their discretion to regulate pool toys.
- Roughhousing, running, wrestling, dunking, excessive splashing, pushing, spitting, and sitting on the shoulders of others are not allowed.
- Only one person is allowed on the diving board at a time. Swimmers must clear the deep end before anyone dives in from the board.
- No diving/jumping from the side of the board. No jumping backwards from the poolside.
- Children in the wading pool must be supervised at all times by a responsible person age fourteen (14) or older. Only children five (5) years old and under will be allowed in the wading pool. No diapers, only special disposable swim diapers.

For AVHA use only

Pool Director acknowledgment of request: Initials/Date _____

Hospitality Director acknowledgement of request: Initials/Date _____

Event is APPROVED _____ NOT APPROVED _____

Lifeguards working this event will be:

1. _____ 2. _____

Walk through inspection is complete and the following items were noted:

Deposit returned [] in full [] in part \$ _____ [] withheld

Signature of Inspector

Date