

## PGHOA RESERVATION POLICY AND AGREEMENT FOR POOL EVENT PARTIES AND SOCIAL FUNCTIONS

**PURPOSE:** This policy defines the rules and restrictions for reserving and conducting a social function or party at the Patterson Gardens HOA pool and related facilities. The pool and related facilities include the pool itself, the surrounding deck, pool restrooms, related pool furnishings within the outdoor pool patio. The pool and related facilities are hereafter referred to simply as the “pool.”

**POOL EVENT RESERVATION PRIVILEGES:** Any active Patterson Gardens HOA member (hereafter referred to simply as the “Member”) in good standing may reserve a pool party on a “first come, first served” basis during the Pool Season, except for **holidays and HOA posted events**. Heritage Property Management (HPM) and the Patterson Gardens HOA Board of Directors reserve the right, at their sole discretion, to deny a pool event reservation or pool usage privileges in their entirety to Members who have an established history of abusing said privileges and pool rules and regulations.

**LIMITATION ON THE NUMBER OF PEOPLE AT POOL EVENTS:** Under this policy any reserved pool event party shall be limited to a maximum of twenty (20) people, including the Member making the reservation. All parties are limited to a 2 ½ hour timeframe, and only one Member party can be scheduled at a time.

**PARKING:** Guest parking is limited at Patterson Gardens. Members may share their own extra parking spaces with their guests (in front of own unit or in own driveway). Overflow parking may be utilized in the RV Parking Lot. Guests are **not** to utilize parking spaces belonging to other owners/residents.

**PARTY TIMES AVAILABLE:** During the Summer Pool Season, except for holidays and HOA posted events, a party can be reserved for any open times available.

**RESERVING THE POOL:** Members wishing to reserve a pool private party shall fill out an event application available at the Heritage Property Management’s office or online at [www.hpmgi.com](http://www.hpmgi.com) at least one week (7 days) prior to the requested pool event date. A “Reserved” notice is to be posted on the pool entrance door and on the patio door.

- Reserving the pool includes the patio. The patio may be reserved separately. There is a non-refundable \$75.00 party fee and a matching refundable cleaning deposit fee.
- There is a \$25 non-refundable fee for the patio only and a matching refundable cleaning deposit fee. The patio must be reserved for parties of over 10 people.
- The Reservation Application and any applicable fees must be submitted to HPM at least one week (7 days) prior to the requested pool event date.
- At least one (1) adult chaperone must be present **for every five (5) children or teenagers** under the age of 18.
- The Member reserving the pool party is responsible for clean-up of the party area. This includes returning all furnishings to their normal positions, picking up all party trash from the pool area, and removing all party trash from the pool premises.
- Failure to abide by these clean-up rules could result in forfeiture of deposit and pool privileges. The cleaning deposit will be refunded only after an inspection of the area has been made by the property manager to make sure the area was left in the same condition as before the party.

**COMPLIANCE WITH POOL RULES:** The Member reserving the pool party event shall be responsible for the familiarization and compliance of their guests with the current Pool Rules and Regulations, which can be found on the Patterson Gardens HOA website ([www.hpmgi.com](http://www.hpmgi.com)).

**PRESENCE OF THE MEMBER DURING THE EVENT:** The Member reserving the pool shall be present at the event at all times.

**TERMINATION OF EVENT:** The Property Manager and the HOA Board of Directors have the right, at their sole discretion, to terminate any event at the pool that they deem “out of control,” harmful to other Members, in violation of the HOA pool rules, or where there is reason to believe illegal activities are taking place or are likely to take place, or where there is reason to believe that the Patterson Gardens HOA Members or their guests are at risk for appreciable harm, including damage to the pool.

**CANCELLATION OF EVENT BY MEMBER:** The Member reserving the pool may cancel their reservation by emailing Heritage Property Management at: [info@hpmgj.com](mailto:info@hpmgj.com) no later than twenty-four (24) hours before the scheduled start of the event; this is considered a “valid” notification of cancellation. Management shall have ten (10) business days after receiving a valid notification of cancellation to refund the Event Fee received with the member’s event application.

**CANCELLATION OF EVENT BY HOA:** The Patterson Gardens HOA Board of Directors may cancel an event that a Member has already reserved. This will generally only be done if the condition of the pool cannot be suitably remediated in time for the event, or the existence of a state of emergency or various Acts of God, or other events or conditions that actually or potentially prevent the safe, healthful, and peaceful use of the pool by the Member and their guests. In such a circumstance, HPM shall contact the Member as soon as it is practical to do so. If the party cannot be rescheduled, a refund of the party fee, (if one has been paid) to the Member will be made within ten (10) business days after the scheduled date of the event. The Patterson Gardens HOA shall not be liable for more than the submitted application fee amount if the event is cancelled.

**EXCEPTIONS TO THIS POLICY:** Exceptions to this policy may be provided for The Patterson Gardens HOA-sponsored events at the sole discretion of the HOA Board of Directors.

## PATTERSON GARDEN HOA POOL PARTY RESERVATION FORM

Homeowner's Name (Please Print): \_\_\_\_\_

Homeowner's Address: \_\_\_\_\_

Homeowner's Phone No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Party Date: \_\_\_\_\_ Party Hours assigned to \_\_\_\_\_

**Party Guests:** # of Adult Guests \_\_\_\_\_ # of Children or Teenage Guests under 18 \_\_\_\_\_

By signing below I acknowledge that I have reviewed and will abide by the **PGHOA Reservation Policy and Agreement for Pool Event Parties and Social Functions** and I verify that I, and all members of my party, will abide by these guidelines as well as any other posted pool rules. Failure to comply with these rules could result in termination of my household's right to host pool parties as well as temporary or permanent suspension of my pool access privileges.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

----- **For Office Use Only** -----

**Check List**

	Yes	No	Comments
Party Area Clean			
Party Trash Removed			
Returned all Pool Furnishings			
Eligible for Cleaning Deposit Refund			

**Pool Fees Paid:**

**Pool Fees Refunded:**

Non-Refundable Pool Party Fee	\$75		
Refundable Cleaning Deposit Fee	\$75	Amount Eligible for Refund	\$
Non Refundable Patio Rental Fee	\$25		
Refundable Patio Cleaning Deposit Fee	\$25	Amount Eligible for Refund	\$
Total Amount Deposited:	\$	Total Amount Refunded:	\$

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_