

Reservation Request Form (2011)

Reserving Member/Club/Commercial Information

Member Name _____

Contact phone number(s) _____

Mailing address _____

Email address _____

Club or Group Name _____

Club Member Roster Attached: Yes ____ No ____

Type of Function/Purpose of Reservation: _____

Reservation Information

Expected number of people attending: ____ Number of vehicle IDs needed: ____

Property requested _____ Room(s) requested _____

Date requested: _____ Open time _____ Close time _____

Will alcohol be served? ____ Will there be a caterer? _____

Will there be: live music _____ or a DJ _____

Will the function be open
to non-LVPOA members? ____

Is there an admission, donation, or
other financial activity? _____

K Oaks and Grande are available
Monday-Thursday 8am to 11pm
Friday 8am to Midnight
Saturday 10am to Midnight
Sunday 10am to 11pm

Activity Center Rooms are available
Monday-Thursday 8am to 11pm
Friday 8am to Midnight
Saturday 8am to Midnight
Sunday 8am to 11pm

Activities should end no later than 1 hour prior to closing to allow sufficient time for cleaning.

Additional Services available at K-Oaks Clubhouse Only

Will microphone system be required? ____ Yes ____ No

Will DVD/CD/VCR/Radio system be required? ____ Yes ____ No

Will overhead projector be required? ____ Yes ____ No (If yes, an operator is not available but we will teach a member of your reservation how to use the system)

Will table cloths be required ____ Yes (\$4.50 each paid to LVPOA) ____ No

Will the piano be required? ____ Yes (\$50 paid to Hill Country Singers) ____ No

LVPOA Facility Use Agreement 2011

Member Name _____

Organization Name _____

Contact phone number(s) _____ Email address _____

Mailing address _____

Facility/Pavilion _____ Date of function _____

The Member, as an authorized agent for the group, club or organization referenced above, agrees to indemnify, defend and hold harmless the Lago Vista Property Owners' Association, Inc. (LVPOA), its officers, employees and agents from any and all losses, claims, demands, causes of action, costs, expenses, damages, suits and liability of every kind and character, including all expenses of litigation, court costs, and attorneys' fees, for injuries to or death of any person or for damage to any property arising out of or in connection with the use or occupancy of the facility and adjoining property pursuant to this agreement, unless solely caused by the gross negligence or willful misconduct of LVPOA, its officers, employees, or agents.

The Member, as an authorized agent for the group, club or organization referenced above, agrees to be responsible for the conduct and actions of all those attending this event at the facility and adjoining property.

The Member, as an authorized agent for the group, club or organization referenced above, further agrees that damages to LVPOA property occurring during the event described above are the responsibility of the Member, and that the Member will be charged for damages based on replacement cost.

The Member, as an authorized agent for the group, club or organization referenced above, further agrees use of LVPOA property for commercial gain or profit is not permitted without prior approval of the LVPOA Board of Directors. Failure to obtain prior approval may result in penalties, fines, and suspension of membership in accordance with LVPOA bylaws and policies.

The Member, as an authorized agent for the group, club or organization referenced above, further agrees that assignment of membership rights includes the assignment of rights to use LVPOA properties.

The Member an authorized agent for the group, club or organization referenced above understands and agrees that:

1. There are fees associated with use of the K-Oaks Clubhouse and the Bar-K Grande Pavilion on Friday, Saturday, and/or Sunday. The fee for use of the K-Oaks Clubhouse is \$100.00, and the fee for use of the Bar-K Grande Pavilion is \$50.00. These fees must be paid at the time of reserving the facility and are non-refundable.
2. The Member must tour facility at least 48hours prior to their event. Event will be cancelled if tour is not completed. (Not applicable to clubs)
3. The Member understands that no more than one (1) reservation for use of a facility for a private party/function may be made for any calendar year and that a request for exemption must be made for multiple reservations.
4. The Member agrees that the facility is reserved for the use of the member and the club, group or organization the member represents, and that the club, group or organization will not realize financial gain from the use of the facility without the express written consent of the LVPOA Board of Directors.

5. The Member will inspect the facility before the start of their function, and report any damages. Failure to report damages may result in the member or club being held accountable for those damages.
6. Contact security upon arrival at facility.
7. Tablecloths must be paid for and picked up during the facility orientation tour.
8. Smoking is not permitted inside any facility, including the Grande Pavilion at Bar-K Park
9. The sale of alcoholic beverages is prohibited, unless sold under license and with specific authorization by the Board of Directors. All liability arising from the serving of alcohol will be the responsibility of the club, group or organization reserving the facility.
10. Positively no alcohol may be consumed by individuals under the age of 21.
11. The LVPOA accepts no responsibility for personal property lost, stolen or damaged.
12. Children (under 18) must be accompanied by an adult at all times.
13. Pets are not allowed in any facility (including the K-Oaks Clubhouse, the Activity Center, or the Grande Pavilion).
14. Cooking of food is not permitted in any facility; BBQ pits may be used outside the facilities in designated areas.
15. The Member will be present for the entire reservation/event. The Member should call the Ranger on duty 45 minutes prior to the end of the event so that the Ranger can inspect and secure the building at the end of the event.
16. Decorations are not to be attached directly to any walls, windows or doors. No graffiti (including chalk on sidewalks or patios) is permitted. Candle wax on floors is considered damage. Glitter, confetti and helium balloons are not permitted at the K-Oaks Clubhouse, the Activity Center, or the Grande Pavilion.
17. Bands/DJ should be scheduled to break down one hour before reservation expires.
18. Facilities must be vacated when reservation expires. Failure to do so will result in one or more of the following actions:
 - Warning Letter
 - Suspend reservation privileges
 - Monetary fine up to \$300.00
19. Before leaving:
 - Consolidate all trash from tables and place in receptacles provided
 - Wipe off tables if necessary and return chairs and tables to their proper positions
 - Vacuum and mop up any spills
 - Clean up any trash left outside by your guests.
 - Ensure all rental equipment brought in for the event has been removed from the facility.
 - Ensure doors and windows are locked, all lights, appliances, fans, etcetera are turned off. Remove those items you brought with you.
20. Failure to return facility to standard configuration or to leave the facility clean and orderly will result in one or more of the following actions:
 - Warning Letter
 - Suspend reservation privileges
 - Monetary fine up to \$300.00

I have read this Agreement and I agree that failure to comply with any rule or regulation may result in loss of privilege, fees and/or fines in accordance with LVPOA bylaws and policies.

ORGANIZATION NAME: (print) _____

Member Name: _____

Member Signature: _____

Date: _____