

**PAVILION RESERVATION REQUEST FORM 2010**

1. For time periods not reserved, qualified property owners/tenants may use the pavilions on a first-come, first-served basis. The pavilion must be vacated prior to the start of a time period that has been reserved and the pavilion must be left clean and free of trash.
2. A property owner/tenant having a reservation must have the LVPOA reservation confirmation to verify the reservation when asking other property owners/tenants to vacate the pavilion. **Security can be contacted at 921-8554 for assistance.**
3. Property owners must obtain vehicle passes for guests that are not POA members and wish to drive their vehicles into the park. Passes may be obtained at the LVPOA office at 21309 Paseo de Vaca, Monday-Friday, 8am to 5pm. For everyone's convenience, please limit the number of guests requiring vehicle passes.
4. Users are expected to leave the pavilion tables clean and the area free of trash.
5. On Friday of each week, the LVPOA Park Ranger will post the reservation schedule for each pavilion in an appropriate container (readable, yet protected).
6. Glass containers are not permitted in any LVPOA park.

Today's Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Pavilion:** \_\_\_\_\_  
(Point, Playground, Pool)

**Date of Reservation:** \_\_\_\_\_

**Time of Reservation:** \_\_\_\_\_

Purpose of reservation \_\_\_\_\_

Approximate number of people \_\_\_\_\_

Will alcohol be served? \_\_\_\_\_

Will there be live music or a DJ? \_\_\_\_\_

Will this be advertised to the public? \_\_\_\_\_

LVPOA member agrees to be responsible for the conduct and actions of all those attending this reservation/event.

**Signature** \_\_\_\_\_