

**PAVILION RESERVATION REQUEST FORM**

**Please complete this form to reserve a pavilion. If your requested date is available, you will be provided a confirmation of your reservation.**

1. The three pavilions at Bar-K Park are: (1) **Pool Pavilion**, (2) **Playground Pavilion** and (3) **Point Pavilion**.
2. Pavilions can be reserved by qualified property owners/tenants for private functions at the LVPOA Administrative Office. Reservations for multiple days may only be made with approval of the LVPOA General Manager.
3. 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.**
4. 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.
5. **All vehicles entering POA parks must be identified by either a POA member sticker or vehicle guest pass.**
6. **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. When open for the season, passes may also be obtained at the swimming pool at Bar-K Park, Monday-Friday, 5pm-9pm, Saturday, 9am-9pm and Sunday, 1pm-9pm. At other times, LVPOA rangers will issue vehicle passes as necessary. For everyone's convenience, please limit the number of guests requiring vehicle passes.**
7. **Guests must be accompanied at all times by the property owner while inside any LVPOA Park or facility.**
8. Users are expected to leave the pavilion tables clean and the area free of trash.
9. On Friday of each week, the LVPOA Park Ranger will post the reservation schedule for each pavilion in an appropriate container (readable, yet protected).
10. **Glass containers are not permitted in any LVPOA park.**

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

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

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

**Pavilion:** \_\_\_\_\_ **Date of Reservation:** \_\_\_\_\_  
(Point, Playground, Pool)

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

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