

Reservation Request Form

Reserving Member/Club/Commercial Information

Member Name _____

Contact phone number(s) _____

Mailing address _____

Email address _____

- Club/organization name (if applicable) _____

Estimated number of participants _____

Reservation Information

Facility requested _____

Room(s) requested _____

Date requested: _____

Open time _____ Close time _____

Please allow sufficient time for decorating and clean-up.

Facilities are available

- Monday-Thursday 8am to 11pm
- Friday 8am to Midnight
- Saturday 10am to Midnight
- Sunday 10am to 11pm

Note: For clubs/organizations requesting multiple days throughout the year, please attach a list of the days you are requesting along with the opening and closing times.

Additional Services for 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

RESTRICTIONS	Initials
1. Member must tour facility at least 48hours prior to their event. Event will be cancelled if tour is not completed. (Not applicable to clubs)	
2. Member agrees to inspect 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.	
3. Contact assigned attendant upon arrival at facility. (Not applicable to clubs)	
4. Table cloths must be picked up prior to the scheduled event.	
5. Smoking is not permitted inside any facility.	
6. The sale of alcoholic beverages is prohibited, unless sold under license and with specific authorization by the Board of Directors.	
7. Positively no alcohol may be consumed by individuals under the age of 21	
8. The LVPOA accepts no responsibility for personal property lost, stolen or damaged.	
9. Children (under 18) must be accompanied by an adult at all times.	
10. Pets are not allowed in the facilities.	
11. Cooking of food is not permitted in any facility..	
12. Sponsor must be present for the entire reservation/event	
13. Decorations – do not attach directly to any walls, windows or doors. Candle wax on floors is considered damage. Glitter, confetti and helium balloons are not permitted at the K-Oaks Clubhouse.	
14. Facilities must be vacated when reservation expires.	
15. Before leaving: <ul style="list-style-type: none"> • Consolidate all trash from tables and place in receptacles provided • Wipe off tables if necessary and return chairs and tables to their proper positions • Please vacuum and mop up any spills • Clean up any trash left outside by your guests. • Ensure doors and windows are locked, all lights, appliances, fans, etcetera are turned off. Remove those items you brought with you. • Contact security (921-8552) 	

Note: 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.

Penalty Schedule

Violation – Failure to:	Penalties
depart facility as scheduled:	Up to 30 minutes: <ul style="list-style-type: none"> • Warning Letter • Suspend reservation privileges
	30 to 60 minutes: <ul style="list-style-type: none"> • Warning Letter • Suspend reservation privileges • Monetary fine \$100.00 to \$300.00 \$100.00 every 30minutes after 60 minutes.
return facility to standard configuration	<ul style="list-style-type: none"> • Warning Letter • Suspend reservation privileges • Monetary fine up to \$100.00
leave clean and orderly	<ul style="list-style-type: none"> • Warning Letter • Suspend reservation privileges • \$30.00/hr (minimum 2 hr charge)

Note: Damages to Association property will be assessed based on replacement cost.

READ CAREFULLY BEFORE SIGNING

Sponsor agrees to be responsible for the conduct and actions of all those attending this reservation/event. All those (including, but not limited to all other areas of the Association’s property used for ingress, egress, or parking in connection with the reservation/event) attending sponsor’s event or during sponsor’s preparation or clean up after the reservation/event shall indemnify and hold the Association, its members, officers, directors and employees harmless from any and all losses, causes of action or claims (including, but not limited to attorney’s fees, expenses of investigation, litigation or settlement, expert witness fees or costs) arising in any way whatsoever from sponsor’s agreements and responsibilities under this Agreement, including, but not limited to claims that may involve the negligence, in whole or in part, of the Association, its members, officers, directors and employees.

MEMBER’S NAME: (print) _____

Please Sign: _____