RESERVATION GUIDELINES AND PROCEDURES FOR THE RACQUET CLUB AMENITIES

Guidelines:

- Reservation of pavilion only, no reservation of pool is permitted
- 2 hour maximum time limit (between the hours of 10:00 a.m. to 9:00 p.m.)
- First person to sign up is allowed one reservation per time period only
- 40 person maximum
- No glass or pets allowed
- Reservations by Gettysvue residents or lot owners only
- **No reservation allowed on Saturday, Sunday or any Holiday**
- Cleaning of pavilion area is required when your function is complete. Please bag and remove trash, sweep/blow pavilion area, wipe tabletops and seats, check/pick up bathrooms, clean kitchen area, and remove all food items. A $50.00 minimum cleaning fee is applicable if not cleaned properly.
- Park only in designated parking spaces. No parking in grassy areas or along the streets will be permitted.

Procedure:

The reservation notebook and pen are located in the kitchen at the pavilion. The kitchen is accessible by using your pool key. Provide the following information concerning your requested reservation:

- Name
- Address or Lot Number
- Phone Number
- Date of Function
- Time of Function

Please do not finalize your plans or communicate them to others until you have provided this information in the reservation book. A "Pavilion Reserved" sign is located in the kitchen. On the day of your function, as early as possible, place the sign outside the kitchen on the hook with your reservation time filled in. When your function is complete, clean and return the sign to the kitchen.