

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
- 20 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 fob. Provide the following information concerning your requested

- 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 drawer. On the day of your function, as early as possible, place the sign outside the kitchen in the plastic cover/tape provided with your reservation time filled in. When your function is complete, return the sign to the kitchen.