

SVCA Pool Cabana Area Reservations

Cabana Reservations

As a Spring Valley Resident, you can host family events, parties, or meetings during the months that the pool is open. **The pool and its facilities cannot be reserved on celebrated national and state holidays.** Requests will be considered on a first come first served basis by the SVCA Executive Board. Approved **Reservations are for the CABANA AREA ONLY.** The Cabana area is the space under the Cabana covering and includes the tables and chairs designated for this area. Cabana reservations do not prohibit or restrict SVCA Pool Key Holders from using the pool facilities and restrooms.

The SVCA Executive Board has the right to deny any planned event that they deem inappropriate for the facility.

A. Reservation Process:

Reservations for the Cabana area can be made on a first come first served basis.

- o Reservations must be made two weeks prior to the desired event date.
- o “Cabana Reservation Form” should be completed and submitted to the SVCA Treasurer.
- o Once submitted, a call or meeting will be scheduled to discuss the specifics of your event.
- o After the call/meeting has been completed your request will either be “approved” or “denied”
- o Once your request is “approved”, payment can be submitted to the SVCA Treasurer.

Please Note: Multiple reservations **cannot** be submitted at the same time. Each individual reservation must be submitted and approved separately. A second reservation will be accepted if the desired date has not been previously requested by another Spring Valley Resident.

If you have the need to move the date of a previously confirmed reservation you will have to check with the current SVCA Treasurer to confirm the date is available.

B. Reservation Costs:

SVCA Pool Key Members who wish to have an event can reserve the Pool Cabana area for \$150, which includes a \$50 deposit. SVCA Non-Pool members who wish to reserve the pool must pay a reservation fee of \$350.00 that also includes a \$50.00 deposit.

The \$50 deposit will be refunded if all Pool rules have been followed and the Cabana Rental Checklist has been completed and signed off by an SVCA Pool Representative.

C. Reservation Rental Time:

Cabana reservations must take place between 9am and 8:30pm. The rental time cannot exceed 6 hours, which includes your set-up and clean up. If your event exceeds the 6-hour time limit or extends past 8:30 pm you will forfeit your deposit. **The gate to the pool will be locked at promptly at 9pm.**

D. Capacity

The Cabana Reservation can be made for a group no larger than **50 guests**. If more than 50 guests for your event are present, **you will forfeit your deposit.**

E. General Rules for Facility Function

1. Key Holder must remain in the Pool & Cabana area for the duration of the event. The gate to the pool must remain closed at all times in accordance with the pool rules.
2. Key holder is responsible for any damage by family members and/or guests.
3. Decorations for your event cannot extend past the Cabana area.
4. Cabana Rentals cannot be utilized as fund raisers or for personal gain.
5. Please designate parking for your guests on one side of the street to allow traffic to easily pass.

F. Facility Walk Through & On-site Review

At the start of your event, members of the committee will be available to conduct a walkthrough of the facilities with you. We will make every attempt to respond to your needs for your function. On the day of your event a committee member will visit to make certain that the equipment is operating properly.

G. Music

You can play music during your event; however, we ask that you keep the volume reasonable so that it will not disrupt residents living in close proximity to the pool. Inappropriate music that contains offensive language or content is not allowed.

H. Clean-up

Following your special event, you are required to clean up the Cabana area. You are also responsible for cleaning up the pool area if your family and guests have left trash outside of your reserved Cabana area.

NOTE: Checklist must be signed off by designated SVCA Executive Board member to receive deposit return.



Spring Valley Civic Association

Pool Cabana Reservation Request Form (6 Hour period from set up to clean up) ALL EVENTS MUST FINISHED BY 8:30P

Date Submitted: _____ Date Requested: _____

Name of Spring Valley Resident: _____

Address: _____ Cell Phone: _____

Reservation Information

Time of Request: _____ - _____

Type of Reservation/Party _____

Estimated Number of Guest(s) _____ (Maximum of 50 Allowed)

Electrical Outlets Needed Yes No

Six-foot tables Needed Yes No - If Yes, How Many _____

Use of Grill Yes No

FOR COMMITTEE USE ONLY

SVCA Pool Key Holder Yes No

Date Application Received: _____

Event Approved Yes No

Date Response Given: _____

Amount Received: _____ Date: _____

Appendix A

POOL RENTAL CLEAN-UP CHECK-LIST

Following your special event, you are required to clean up. The following **MUST** be completed and signed off on by a SVCA Executive Board Member – following a walk through – prior to being eligible for security deposit refund.

- Secure trash, tie down bags and remove your trash on the day of the event (SVCA is not responsible for trash removal). **DO NOT ADD YOUR TRASH TO THE POOL TRASH BINS.**
- Remove all decorations from the Cabana area.
- Sweep up food, trash and debris in the Cabana area.
- Flush toilets, pick up paper off the restroom empty bathroom trash bins.
- Wipe down tables and organize tables and chairs under the Cabana.
- If BBQ grill was used, specify time tomorrow when ashes will be removed. _____

Renter's Signature: _____

SVCA EC Member Signature: _____

Date: _____