



## **Pool Pavilion Rental Policy**

**PURPOSE:** Provide a single point reference for all Lake Waynoka Pavilion rental guidelines.

**SCOPE:** These guidelines apply to the following Lake Waynoka Health and Recreation Center Pool Pavilion that are available for private use and rental. These guidelines have been reviewed and approved by the Waynoka Property Owners Association (WPOA) Board of Trustees and can only be modified by that Board.

### **RENTAL POLICY AND PROCEDURE FOR THE POOL PAVILION:**

The Health and Recreation Center, 937-446-1778

- 1) The Health and Recreation Center Manager is in control of the rental of the Pool Pavilion.
- 2) This facility may be scheduled for use by property owners (in good standing) for private functions.
- 3) The property owner must come in to fill out the rental agreement form at the Health and Recreation Center.
- 4) Payment must be made in full at the time of reservation.
- 5) We accept *cash* or *check* only.

### **RENTAL FEES:**

- 1) Rental Option A
  - a. \$10 per hour from set up through clean up. All guests must pay \$7 guest fee.
- 2) Rental Option B
  - a. \$25 per hour from set up through clean up. Includes 8 free guest entries. Names of the 8 free guest entries must be given at time of reserving.

**CANCELLATION POLICY:** Cancellations must be made 24 hours before rental of event.

### **RULES FOR THE POOL PAVILION RENTAL:**

- 1) Date of and hours of use will be reserved when payment is received.
- 2) Renting property owner must fill out and sign the Pool Pavilion Agreement form available at the Health and Recreation Center.
- 3) Clean up of the Pavilion is the responsibility of the renter.
- 4) Clean up includes *removing all garbage* from the Pavilion. Garbage can be taken to the dumpster behind the pool building.



- 5) The Rec facility and pool will be available to all renting property owners and *paying guests*. The Pavilion gate leading into the pool area will be open and the gate leading to outside the Rec facility and pool will remain locked.
- 6) Renting of the Pavilion *ONLY* with *non-paying guests* will result in the gate to the Rec facility and pool being locked. Gate to the outside of the facility will be open for entry. All parties may park behind tennis courts to access the side Pavilion gate. To use the Rec facility restrooms, all parties must go around to the front of the building or go to the Lodge.
- 7) The Pool Pavilion is a *NON-SMOKING* area.
- 8) No glass bottles or containers are allowed.
- 9) The property owner is responsible for any damages to Pool Pavilion area.



## Pool Pavilion Rental Agreement Form

Property Owner: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Event Contact Name: \_\_\_\_\_

Event Contact Phone Number: \_\_\_\_\_

Mailing Address (Refund): Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Time Start: \_\_\_\_\_ Time End: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

By signing below, I have received and understand the Pavilion rental policy and the rental agreement form.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

**Option A)** Pavilion Rental \$10/Hour \_\_\_\_\_ Hours: \_\_\_\_\_ @ \$10 per hour

**Option B)** Pavilion Rental \$25/Hour \_\_\_\_\_ Hours: \_\_\_\_\_ @ \$25 per hour

Includes 8 free guest entries: Names:

1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

5) \_\_\_\_\_ 6) \_\_\_\_\_

7) \_\_\_\_\_ 8) \_\_\_\_\_

Total Payment: \_\_\_\_\_ Cash: \_\_\_\_\_ Check#: \_\_\_\_\_

Employee Signature (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_