

CHARLESTON VILLAGE POOL

Party/Guest Request Form

(A party is defined by having 10 or more guests at the pool at one time.)

Resident Name: _____

Address: _____

Phone Number: _____ Date of Party: _____

Time of Party:(Circle One) 10am - 12pm 12pm - 2pm 2pm - 4pm Evening Request _____ to _____

Number of Guests: _____

Purpose of Party/Function: _____

A "Party Request Form" and \$50 deposit are required when a household brings more than 10 guests to the pool at one time.

The \$50 deposit should be made out to Charleston Village HOA. This will be returned unless it is determined by the pool attendant that cleanup is required after the party. Cleanup includes (but is not limited to) returning all furniture to it's correct location, pickup of all trash and hosing off deck area used.

Need attendant to access designated pool party tables in clubhouse? Yes:___ No:___

Tables are located inside of the clubhouse and are to be wiped off when party is over. To limit the inconvenience to others, you are asked to use no more than one umbrella table.

Parties cannot exceed a maximum of 30 guests.

All Charleston Village pool rules apply to guests as well as residents and should be reviewed and obeyed by all guests. If rules are not being followed the pool attendant has the authority to and will ask the party to leave the pool grounds.

Residents should at no time leave their guests unattended by leaving the pool grounds. Residents are responsible for the actions of their guests.

The pool facility will remain open to other residents during your event.

If conditions exist where it is necessary to close the pool, please have a backup location. No one is allowed inside the pool area if the pool is closed regardless of whether or not you are swimming.

This form should be turned in to R.S. Fincher (315 South Salem St, Suite 500B, 362-1460) at least 3 days prior to the event. Understand that although we will make every effort to approve all party requests, too many requests for parties during the same date/time may require a request to be denied.

I have read and understand the above information.

Signature of Resident: _____