

For Office Use ONLY

Use Fee Check # _____ Date Received/Posted: _____ / _____ Event Date: _____

Deposit Check # _____ Date Received/Refunded: _____ / _____ Key/CARD # _____

**Crown Meadows Homeowners Association, Inc.
FACILITY RESERVATION FORM**

Event Date: _____ Event Time : _____

Homeowners Name: _____

Property Address: _____

Email*: _____ Phone: _____

Type of Event: _____ Guests (25 guests): _____

Part 1: RESERVATION CRITERIA

Two weeks advance notice required. Facility is reserved on a first-come, first-serve basis. **No reservation is final until all criteria are met and DAMC has received this executed form, and applicable security deposit and use fee made payable to the Association via separate checks/money orders. Cash is not accepted.** Facility cannot be rented during Association-sponsored events or Board/Annual/Special Meetings held at the Facility; nor can the Facility be used for commercial/sales-related type functions. The Association and DAMC reserve the right to cancel any reserved/scheduled owner/resident function at any time, for any reason.

Owner & Tenant eligibility: Only an owner in good standing whose account with the Association is current may reserve/lease/use the Facility. Only tenants of owners in good standing and who have provided DAMC with the requisite written authorization from the owner to use the Facility (or a copy of the executed lease between the tenant & owner) can reserve the Facility.

Part 2: RESERVATION INFORMATION

- Rentable Facility: Park.
- Rentable Period: 7 AM – 9 PM Sunday thru Thursday, 7 AM – 10 PM Friday and Saturday. Holiday reservations allowed.
- Security Deposit: **\$150.00**
- Use Fee: **\$75.00**
- Guest Limit: **25**
- Lifeguards: N/A
- Access: Residents must use their own access card.
- Stipulations:

Homeowners Signature: _____ Date: _____

Printed Name: _____

DAMC Representative: _____ Date: _____