

Fallen Timbers Family Recreation Club

CLUBHOUSE RESERVATION

Name _____

Phone # _____

Alt Phone # _____

Address _____

Email _____

Date Reservation Requested _____

Date of Reservation _____

Set-up/Begin Time: _____

Approximate End Time: _____

Number of Guests _____

Type of party _____

Approved by: Operations Manager

Facilities Needed _____

(Clubhouse, tennis courts, pool, shelter area)

Rules and Regulations:

USE OF CLUB FACILITIES FOR PARTIES

- A. All parties must be sponsored by a club member and must have approval of the board of Directors. The sponsoring club member should be present at the party the entire time.
- B. No exclusive use of the club facilities will be allowed. Members using facilities should understand that pool members could still use the shelter house and grills since we cannot grant exclusive use.
- C. Members requesting use of pool facilities will be responsible for all damage and costs.

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- D. Arrangements for use of facilities must be made through the Operations Director.
- E. The pool manager or designated responsible person is authorized to terminate any private party that abuses property or private rights of people living in the vicinity of the pool (excessive or abusive noise).
- F. Persons attending parties held during normal pool hours will be considered as guest of the sponsoring member. Appropriate guest fees will apply as well as rules.
- G. Guest fees are to be paid in cash according to the following schedule:
Under 2 years.....FREE Ages two thru adult.....\$5.00
- H. All private parties (not sponsored by FTFCRC) will be limited to no more than 60 people. Non-members will be assessed the normal guest fee. All such functions will be limited to no later than 10:00 PM, including clean up time (unless cleared with Operations Manager prior to the date of the party. An additional hour of Shelter House rental time may be reserved but will require an additional non-refundable fee of \$20. The pool will close at 10 p.m.).
- I. **The completion of a reservation form is required plus a rental fee of \$50.00 will also be collected. "Rental fee" should be written in the memo of the check. Your party date will not be confirmed until check is received.** A returned check will be subject to a \$25 handling fee.
- J. No persons shall be on tennis courts without proper adult supervision and proper attire (tennis shoes and racquets). Any damage will be assessed to above member.

CHECKLIST OF ITEMS TO COMPLETE FOR CLEANING CLUBHOUSE:

Kitchen clean, kitchen utensils clean and put away.

Empty trash and take to dumpster.

Vacuum rugs

Tables and chairs, cleaned and stacked

Print name

Signature

Date

Stockholder name

Stockholder Phone Number

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Please fill out the reservation form, keep one copy for your records and return the other to the Operations Manager with rental fee check. Check should be made out to FTFRC with rental fee in memo.

Thank you,

FTFRC

ATTN: Amy Snyder

8043 Trent Lock Dr.

Waterville, OH 43566

Or email to:

operations@ftfrc.com