

CSPOA Facility Use Form

Steps to Reserve your Party

Date:	
Name:	
Address:	
Phone:	
Date of Event:	
Time of Event:	
Type of Party:	
Age Range of Guests:	
# of Guests:	

- Fill out this form. (located under documents on Pay HOA or under files on our Cinnamon Square facebook page)
- Upload it to "general requests" on our Pay HOA site
- Once approved, please drop a check in the mailbox across from the pool (3503 Blueridge). Please write two checks, one for the deposit and one for the party fee.

*A \$50 deposit is required when you reserve any of the facilities. Once the guard/pool chair approves clean up and that the facility is returned to original state, the \$50 deposit will be returned.

*If you have more than 10 guests at the pool, there will be a \$25 fee/per 2 hours in addition to a \$50 deposit. This ensures we have enough lifeguards on duty and covers their cost. We DO NOT allow private pool parties during the regular pool hours of 11am to 9pm. If you are interested in a party before or after these hours please email cspoapool@gmail.com and we will try to accommodate you. There will be a fee to cover lifeguard costs.

* For parties of (10) or less the \$2.00 per guest fee will apply.

*One adult is required per every 6 children. (Children 10 and under)

*No parties will be scheduled on Mondays (day or night) due to free guest day and Friday night. No pool parties will be scheduled for holidays, the evening preceding a holiday or holiday weekends.

*I understand it is my responsibility to clean up after the party. This includes wiping down the tables, throwing away all the trash and spraying off the pool deck (away from the pool) with the hose provided. (located near the restrooms) This helps us keep our pool clean and chlorine levels balanced.

*Please log into www.payhoa.com to view the calendar and check availability.

Please contact cspoapool@gmail.com if you have questions about your party.

CSPOA use only Rec'd By: _____ Approved _____ Not Approved _____
\$50 Deposit Paid _____ \$ _____ Fee Paid _____