

## **PAVILION USAGE RULES**

October 2011

1. HBTS member over 18 years of age must make the reservation and possess a valid HBTS ID card.
2. Usage is for pavilion area. Pavilion guests wanting to use the rest of the facility must come to the front office and be signed in by the HBTS member or sign in with a guest pass card.
3. On the day of your reservation you must come to the front desk to check in, and pick up a large trash bag. Members using the pavilion must haul their own trash to the dumpsters located near the bathhouse.
4. Cancellations must be made no later than *5 days* prior to the scheduled event in order to receive a refund. Refunds will be mailed to the member within 30 days of request to the member's mailing address on file with customer service.
5. RAIN POLICY: The front desk staff must approve refunds prior to the member leaving the recreational grounds on the day of the reservation. Refunds will be determined based on current weather conditions at the Recreation Center. If your event is rained out, you have the option of transferring your reservation to another day, but you must let us know the new date within 5 days of the original event.
6. The member who reserves the pavilion must be present for the entire duration of the event.
7. The member who reserves the pavilion is responsible for overseeing clean up of the pavilion. If the area is not cleaned up, future reservations may be denied.
8. Use of the pavilions is available to members on a first-come, first-served basis as well, provided there is no prior reservation for that pavilion.
9. The pavilion area is not to be used for commerce or trade.
10. **MUSIC & NOISE WILL NOT BE PERMITTED AFTER 10PM ACCORDING TO SANTA ROSA COUNTY ORDINANCE.**

# 2011 HOLLEY BY THE SEA PAVILION USAGE FORM

Date: \_\_\_\_\_

Date of Pavilion usage request: \_\_\_\_\_

Time of Usage: 8 am - 3 pm or 3pm - 9 pm    Number of Guests: \_\_\_\_\_ Limit of 75

Type of Event: \_\_\_\_\_

Member's Name: \_\_\_\_\_ Account # \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Usage Fee--\$15.00            method of payment: \_\_\_\_\_

**Pavilion Number Assigned:** \_\_\_\_\_

- |                              |                                   |
|------------------------------|-----------------------------------|
| 1. Nearest to the Bath House | 2. Closest to the Playground/Park |
| 3. Closest to the Beach      | 4. Secluded                       |

## **Pavilion Usage Rules:**

1. HBTS members over 18 years of age must make the reservation and have a valid HBTS ID card and present it at the time of reservation.
2. Usage is for Pavilion area. Pavilion guests wanting to use the rest of the facility must come to the front office and be signed in by the HBTS member or sign in with a guest pass card.
3. On the day of your reservation you must come to the front desk to check in, and pick up a large trash bag. Member using the pavilion must haul own trash to the dumpsters located near the bathhouse or HBTS Beach house.
4. Cancellations must be made no later than 5 days prior to the scheduled event in order to receive a full refund. Refund will be mailed to the member within 30 days of request to the member's mailing address on file with customer service.
5. **RAIN POLICY:** The front desk staff must approve refunds prior to the Member leaving the recreational grounds on the day of the reservation. Refunds will be determined based on current weather conditions at the Recreation Center. If your event is rained out, you have the option of transferring your reservation to another available day, but you must confirm availability with the front desk within 5 days of your original event request.
6. The member who reserves the pavilion must be present for the entire duration of the event.
7. The member who reserves the pavilion is responsible for overseeing clean up of the pavilion. If the area is not cleaned up, future reservations may be denied.
8. Use of the pavilion is available to members on a first-come, first-served basis as confirmed availability of usage of the pavilion with the front desk.
9. Music & noise will not be permitted after 10pm according to Santa Rosa County ordinance.
10. The pavilion area is not to be used for commerce or trade.

I have read and understand the above rules and cleaning procedures for usage of the Pavilions.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Employee Signature