

Reservation Taken By: _____ Date: _____

Florecia™

AT THE COLONY GOLF & BAY CLUB™

23850 Via Italia Circle • Bonita Springs, FL 34134

Pool Pavilion Reservations

Date: _____

Time: _____

Unit# _____ Owner Name: _____

of Guests _____ Deposit Collected: Y/N _____

I take full responsibility for the pool pavilion and the facilities that I am reserving and for each person that is my guest.

- Unit Owners are responsible for cleaning the pool pavilion (**including the restrooms and patio areas, if used**) immediately after using the amenity or facilities. All trash should be disposed of in the trash chute or trash containers surrounding the pool area. Trash bags and all cleaning materials must be provided by the Unit Owners. If the pool pavilion is not properly cleaned, the unit Owner will be charged a cleaning fee at a minimum rate of \$70/hour.
- If a unit Owner finds that the pool pavilion area is not clean when the unit Owner has reserved it, the unit Owner must notify the Manager or the Privacy Officer immediately.
- The unit Owner is responsible for any damages that may occur during the use of the facilities and must report damage to the Manager or the Privacy Officer immediately.
- If the kitchen/bar area is used:
 - All trash must be removed and disposed of in the trash chute or trash containers surrounding the pool area.
 - Floors and counter tops must be free of grease and debris.
 - The refrigerator must be clean and free of debris.
 - Left-over food must be removed from the refrigerator, or they will be disposed of.
- **NO glass** is permitted in the pool and spa areas, the grill and pool pavilion deck areas, and inside the pool pavilion.
- Glass is permitted **inside** the pool pavilion **ONLY** under the following conditions:
 - Functions for which the pool pavilion is reserved.
 - The unit Owner must sign a Pool Pavilion Glass Waiver to assume all responsibility for glass inside the pool pavilion for each reserved function.
- The Association will collect a security deposit in the amount of \$500.00 from any unit Owner who has previously been noticed for violating the amenities rules and regulations or amenities policies; and/or if the size of the gathering exceeds 25 persons for a private event.
- Pavilion Key Check out: Yes No

Failure to comply with the above rules will cause the event to be terminated.

Unit Owner Signature

Date

Florecia Use only:

Inspection Completed by: _____ Time: _____ Deposit Returned: _____

Pavilion Key Returned: _____ Time: _____

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Pool Pavilion Glass Waiver

- Glass is permitted **inside** the pool pavilion **ONLY** under the following conditions:
 - Functions for which the pool pavilion is reserved.
 - Glass is only allowed **INSIDE** the pool pavilion
 - All glass items must be transported to and from the pool pavilion in enclosed containers.
 - Failure to comply with the above rules will result in a notice for violation of the rules.

I, _____, Owner of Unit _____, assume full responsibility for compliance with the above conditions and for my guests' behavior.

POOL PAVILION USE AND CLEAN UP CHECK LIST
RESERVATIONS FOR PRIVATE USE

Owner: _____

Unit # _____

Date of Event: _____

Pavilion shall be returned to its original state no later than 10:00AM the following morning. The Pool Pavilion area is meant to include the entire area under its roof and the patio areas enclosed by the low wall, excluding the BBQ grills and lavatories.

- All trash shall be removed and disposed of in the trash containers surrounding the pool area or taken to the trash room located in the garage at the conclusion of the event.
- Floors and counter tops must be free of grease and debris.
- Table tops, bar and counter area are to be cleaned.
- The refrigerator must be clean and free of debris.
- All food, alcoholic beverages, etc., must be removed from the premises at the conclusion of the event or they will be disposed of.
- All personal items must be removed at the conclusion of the event. The Florencia will not be responsible for lost or stolen items or personal items left on the premises.
- The pool pavilion furniture, TV and stereo remotes need to be placed back in their original position and all equipment must be turned off at the conclusion of the event. **Do not clean the TV screens** as you may cause costly damage and incur substantial liability.
- If event extends past the front desk hours, please return pavilion shutters to the down and locked position.
- Unit Owners must return the signed **clean-up check list** along with the **pavilion key** to the person on duty at the front desk upon completion of the event; If the function exceeds the normal Privacy Officer(s) hours, return but no later than 10:00 A.M. of the morning following the event. Unit Owners are responsible for the amenity until form and key are returned.

Pavilion inspected by _____ on _____

(Use the back of this form for any notations)