

ASHTON PLANTATION POOL & RECREATION CENTER RESERVATION FORM

Property Owner's Name:		
Mailing Address:		
Email Address:		
Ph () Sq () Lot ()	Home Phone: ()	Cell Phone: ()
Date of Event:	Alcohol Served? <input type="checkbox"/> yes <input type="checkbox"/> no	Type of Event
Set up Time Start:		Set up Time End:
Start Time:	End Time:	Number of Guests:
Condition of Facility:		
Property Owner's Signature:		

THE SIGNATURE ABOVE INDICATES ACCEPTANCE OF THE CHECKLIST BELOW and POOL AND RECREATION CENTER AGREEMENT and RULES

NO RESERVATIONS ACCEPTED WITHOUT FEES DRAWN ON THE ACCOUNT OF THE PROPERTY OWNER

This Section is for Ashton Plantation Homeowners' Representative Only	
Dues & Fees Current? <input type="checkbox"/> yes <input type="checkbox"/> no	Outstanding violations or privileges revoked? <input type="checkbox"/> yes <input type="checkbox"/> no
Usage fee, janitorial fee, and security deposit	
Security Deposit - \$350	\$ <u> 350.00 </u>
Clubhouse only Monday through Thursday - \$170	\$ _____
Clubhouse only Friday through Sunday - \$180	\$ _____
Pool only Tuesday through Thursday (after 8:00pm) - \$130	\$ _____
Pool only Saturday (noon to 4:00 pm) - \$140	\$ _____
Both clubhouse and pool Saturday (noon to 4:00 pm) - \$250	\$ _____
Both clubhouse and pool (after 8:00pm) Tuesday through Thursday - \$230	\$ _____
Both clubhouse and pool (after 8:00 pm) Friday, Saturday or Sunday - \$250	\$ _____
TOTAL RECEIVED	\$ _____
Uniformed Security Required? <input type="checkbox"/> yes <input type="checkbox"/> no	Name of officer or firm
Reservation Approved? <input type="checkbox"/> yes <input type="checkbox"/> no	Payment Type: <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Money Order # _____
If 'Not Approved' Reason Why.	
APHO Representative's Signature:	

Mail this form along with fee(s) to:
 Ashton Plantation Homeowners Association
 400 Lac Verret Dr
 Luling, LA 70070





POOL AND RECREATION EVENT CHECKLIST

Important information

- Janitorial fees apply to the use of the facilities.
- For parties in which both facilities are reserved, entry is from the recreation center.
- Trash bags, dishwashing soap, rolled paper towels, and ice are not supplied.
- Residents will be allowed to use the pool during normal hours of operation.
- The pool pump, pool lighting, kiddy pool pump, and pool fountain will not remain on past normal hours unless special arrangements in advance have been made.
- The pool cannot be reserved during holidays or during the day when pool chemicals are added.
- DO NOT sit on the recreation center's furniture with wet clothing.
- The front door key is marked as "DO NOT DUPLICATE". Failure to return the key as prescribed below will result in a fee to the homeowner/property owner equal to no less than the fee charged by a locksmith to rekey the entire building.

In an effort to minimize the cost to Ashton Plantation Homeowners Association and to prevent damage to furnishings, please insure that you check the following prior to and after your scheduled event:

- For recreation center reservations, obtain a front door key from the Manager at least a day prior to the event. Unless otherwise notified the reservation is for the entire day to allow for setup and takedown.
- For pool reservations only, obtain a pass code for the gate from the Manager prior to the day of the event.
- Deposit all trash and garbage accumulated from the event in the Parish provided trash barrels prior to leaving. In the event the trash cans are full, take the trash home with you. MOVE TRASH BARRELS TO THE STREET FOR PICKUP. Failure to move trash cans to the street or remove trash not in a trash-can will result in forfeiture of some or all of your security deposit.
- If the pool or pool deck is used, empty the three trash cans on the pool deck, into the Parish trash barrels and move them to the street.
- NO SMOKING on the pool deck. Failure to do so may result in forfeiture of your security deposit. Use the smoker's pole for cigarette butts.
- NO SMOKING in the Clubhouse.
- Remove all food, serving dishes, serving utensils, table decorations, and personal effects immediately after the event.
- Review and inform your guests of the regulation for the recreation center and or pool, and those requirements specific to your event found in the Covenant and Restrictions.
- The dishwasher, refrigerator, and microwave/convection oven are for your use. Remove all items from these appliances after the event. Clean up all spills in these appliances.
- Turn out all interior lighting in the recreation center and or locker rooms if used.
- TURN THE AIR CONDITIONERS THERMOSTATS TO 76°F IN THE SUMMER AND 60°F IN THE WINTER, WITH THE FAN ON "AUTO". The recreation center has two thermostats and the locker room has one in the ladies' locker room.
- LOCK ALL FIVE PATIO DOORS. These doors open from the inside, not the outside if locked. Push on the doors to confirm they are secure.
- Inspect the windows and lock if necessary.
- Slide the key to the recreation center under the door to the office. Failure to return key at end of event may result in partial or full forfeiture of the security deposit
- LOCK THE FRONT DOOR AND LEAVE.