

SILVERLAKES HOMEOWNERS ASSOCIATION
PAVILION RESERVATION AGREEMENT, RULES AND REGULATIONS



PAVILION RESERVATION INSTRUCTION LIST:

- ❑ Confirm that the day you are requesting is available for reservation.
- ❑ Provide your Identification as proof of residence in SilverLakes.
- ❑ Read and understand the Rules and Regulations and write your initials after each line.
- ❑ You will receive a copy of the Rental agreement properly signed by a representative of Pines Property Management once all of these previous steps have been completed.
- ❑ Only one reservation is allowed in any 60 days period by the same resident host.
- ❑ If a professional service and/or amusement will be used, attached a copy of the current insurance coverage of the company offering the services. The insurance must include SilverLakes Communities as **additional insured**.
- ❑ If we have not received any insurance information, Silverlakes reserves the right to ask the professional service and/or amusement to leave the premises.
- ❑ Keep a copy of this agreement with you the day of the event.



NOTE: YOUR RESERVATION IS NOT COMPLETE UNTIL IT IS SIGNED AND APPROVED BY PINES PROPERTY MANAGEMENT.

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1. The Pavilion can only be reserved and used during the time frame stated below. The reserved time frame can't exceed hours selected, including set up before the event and clean up after the event. INITIAL _____
2. The SilverLakes Board of Directors scheduled events at the Community Park will always take precedence over any others requesting the same day. INITIAL _____
3. Reservation may not be made more than 60 days in advance of the requested date. Only one reservation is allowed in any 60 days period by the same resident host. INITIAL _____
4. Only non-commercial, private parties where the host is a SilverLakes Resident (at least 21 years of age) and is in good standing (current with SilverLakes HOA dues and outstanding violations) can reserve the Pavilion. INITIAL _____
5. The Resident Host (who has completed this form) must attend the event in its entirety and have their copy of the approved Reservation Form in their possession for inspection, if requested during the event. INITIAL _____
6. The pool deck, dock, cabana, park green space, park beach, volleyball court, parking lot and parking park's play equipment cannot be reserved and will be available for the use of any SilverLakes Resident wishing to use it. INITIAL _____
7. No more than 50 (fifty) persons can attend any private event at the Community Park. INITIAL _____
8. Organization clubs, school groups, business, and all other non-resident groups wishing to use Silverlakes Community Park, adjoining lakes, roadways, sidewalk swales, and common areas must also attain approval from the SilverLakes HOA (SilverLakes Board of Directors) in addition to Pines Property Management's approval. INITIAL _____
9. All trash generated by the event must be retrieved and bagged by the event participants, and is the responsibility of the Resident Host. INITIAL _____
10. The Resident Host is solely responsible for the safety and conduct of all guests attending their event and is required to comply with all the Articles of SilverLakes Homeowners Rules, City Ordinances and Laws of the State of Florida. INITIAL _____
11. Parking on grass or sidewalk is strictly prohibited. INITIAL _____
12. No Alcoholic beverages or glass containers are permitted. INITIAL _____

Event Times:

November - March

a. 9:00am – 1:00pm _____

b. 2:00pm – 6:00pm _____

April - October

a. 10:00am – 2:00pm _____

b. 3:00pm – 7:00pm _____

Date Requested: _____

(PPM initials indicate date available and logged on reservation calendar. PPM Initials _____)

Time Requested: _____ to _____

(PPM initials indicate time does not conflict with other reservations. PPM Initials _____)

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Type of Event (birthday party, etc) _____

Professional Services (DJ, Bounce House, etc) _____

NO ANIMALS, PONIES OR PETTING ZOOS ARE ALLOWED

**ANY FORM OF PROFESSIONAL SERVICES AND AMUSEMENTS MUST HAVE CURRENT INSURANCE
COVERAGE AND A COPY OF THAT INSURANCE MUST ACCOMPANY THIS RESERVATION FORM.**

Number of invited guest _____

Organization's Name (if applicable) _____

Resident Host Organization applicant's Full Name (Please PRINT)

Community Name & Lot Number _____

Resident Host Address: _____

Resident Host Contact Information:

Home Phone Number _____ Cellular _____

Email: _____

Any damages resulting from the use of the Community Park, the Resident Host and/or their guests, will be the solely responsibility of the Resident Host.

The SilverLakes Board of Directors and/or their designee may at any time, at their discretion, terminate the continuation of any event at SilverLakes Community Park, therefore, requiring all participants to vacate SilverLakes common property immediately.

The signing of this form indicates that I have READ this form in its entirety and Understand and accept my responsibility as the Resident Host.

Resident Host Signature _____ **Date** _____

PPM Approval _____ (Initials)

PPM Denial _____ (Initials)

*******ATTENTION to all Law Enforcement Officers, Pines Property Management officials or SilverLakes Boad Designee. Should more than one SilverLakes Resident wish to use the Pavilion at the same time, the person who has this approved form in their possession will be granted use of the Pavilion only for the date and time indicated.*******

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FOR OFFICE USE ONLY

SilverLakes Pavilion Rental Checklist

- Homeowners ID has been checked and accounts are current _____
- Homeowner has initialed all the allotted places on rental rules and regulations _____
- Homeowner has selected appropriate time frame and date that does not conflict with regulations or other rentals _____
- Manual Calendar has been updated with rental information _____
- Outlook Calendar has been updated and appropriate people have been added to event
 - On-site manager
 - On-call Property Manager
 - Property Manager
 - Security Company_____
- Outlook calendar has been shared with other Assistant PM _____

Completed By

Date