

**Silver Lake Property Owners Association
Reservation Request**

Request Details: Member Name: _____ Cell phone #: _____

Event Date: _____ Reason for Event: _____

Time Requested: _____ Overnight: Yes _____ No _____ Number of Attendees: _____

Designated Lifeguard: _____ Member Signature: _____

SLPOA Review: *Dues payment yes _____ no _____ Date: _____

Approved by Executive Council: yes _____ no _____ If not approved, why: _____

_____ Treasurer's Signature: _____

Return top portion and keep Policy Rules

Reservation Policy:

- Required fees are: **\$50 for 16-24 people, \$100 for 25 to 49 people, and \$150 for 50 to 65 people**
- **No parties of more than 65 people are permitted.**
- **All reservations over 24 are to be located outside the pavilion on the firepit side of the pavilion.**
Parties of 24 or fewer are to use the 4 tables designated by the Executive Board and marked for Parties up to 24.
- Member households in good standing, with their current year's dues paid in full and Annual Agreement on file, may request to reserve the Association property for a special function.
- Reservations are permitted any weekday plus one weekend day per week. No reservations are permitted Memorial Day, Independence Day, Labor Day, and the second weekend of each month or on any day of an SLPOA event.
- Four of the tables on the firepit side of the pavilion may be taken out of pavilion for use for the party. Additional ones must be provided by host. One refrigerator may be used. The remainder of the tables and one refrigerator must be available for the general membership at all times. All members are permitted to use all facilities at all times.
- The SLPOA member who reserved the facility is responsible for the event. This includes cleaning and returning the area to the way it was found. The member is responsible for repairing or replacing anything that is damaged. Any member who does not follow the SLPOA rules forfeits the right to a future reservation. Adherence to all bylaws and all applicable local, state, and federal laws, is required. This includes disposal/removal of all food, beverages, garbage, and recycling. Garbage and recycling may be put in the dumpster on site. Encourage guests to use porta potties.
- Reservation requests are to be submitted to the President or the Treasurer on this form with the appropriate fee. Once a decision is made by the Executive Council, you will be notified.
- Reservations are for one day with option to camp overnight and leave by 11:00 AM.
- Reservations must be paid in full at the time of requested reservation, to be considered.
- The list of reserved dates will be posted at the pavilion.
- For all reservations, **guests' cars are to be parked in the upper parking area at the top section of our property** to allow members to park nearer the pavilion.
- A reservation with music must be respectful of members and keep the music to an acceptable volume.

Please remember that the SLPOA property is open to all members at all times.

Revised 12/22 Return top portion with check made payable to: SLPOA, PO Box 161, Hope, NJ 07844