

# Newington Community Association Pool Party Reservation Request/Approval Form

Member/Assignee

*Use of the NCA pool is subject to limits of the NCA Pool Rules, as amended. This request form must be completed, signed and presented in person by a member (or a resident of their property who has been assigned, in writing, the member's right to use the pool) to the NCA Office. Reservation must be made no less than 7 days in advance, but note that BOARD APPROVAL MAY TAKE UP TO 30 DAYS.*

Name: \_\_\_\_\_

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

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

*I have read, understand, and will abide by all applicable NCA rules and policies, including the 2018 NCA Pool Rules section on Pool Parties and any amendments. I will ensure all trash is disposed of properly. I agree to pay any assessment levied by NCA for damages or cleanup.*

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

## Parties During Regular Pool Hours (limit of 2 parties at any one time)

Date: \_\_\_\_\_ Day of the week: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_ (limited to 4 hours, which includes set up & clean up)

Total number of guests: \_\_\_\_\_ (limit of 30).

- Guest credits must be on file 7 calendar days in advance for number of guests.
- No electrical cords may be used.
- No more than 2 picnic tables and 1 grill may be used. No personal grills are allowed.
- Special requests (i.e. canopy at \$15): \_\_\_\_\_

## After Hours Pool Party

Date: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_ (Must vacate pool by 11 pm)

Total Number of persons: \_\_\_\_\_ (limit of 100). Requests for more than 100 persons will be considered on a case-by-case basis and will require a minimum of 30 days for approval.

Special Requests: (electricity, music, speakers, canopy, moon bounce, etc.) \_\_\_\_\_

- Coordination of availability and payment for lifeguards must be done directly with Pool contractor 14 days in advance.
- Use of electricity will be considered on a case by case basis and must be noted above under Special Requests.
- Security deposit of \$75 must be received 7 days in advance. Check made out to Newington Community Association.
- Association Fee of \$50 must be received 7 days in advance. Check made out to Newington Community Association. Additional Fees may apply based on special requests.
- No glass of any kind, alcohol, or personal grills are allowed. Pool furniture must be returned to its original position.
- All music must be OFF by 10:00 pm.

## Approval

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

*Approval is not valid unless signed by NCA representative and dated.*