

BAR X POA
GENERAL RESERVATION GUIDELINES

Reservations:

Needed when property owner(s) bring(s) more than four (4) guests to our common areas or facilities.

Guest(s) would be anyone outside of the immediate family.

Reservations can only be made by property owners who are current with their POA maintenance fees. If you are current with your maintenance fees, your name and phone number will be penciled in on the date requested. Your name will remain in pencil until a deposit check is received (within five business days). Upon receiving the deposit within the allotted time, your reservation will be confirmed. The deposit check is confirmation of the reservation.

Deposit Checks:

Must be in the property owner(s) name.

Must be submitted to the POA Office at least five (5) business days prior to the event.

After the event, maintenance will inspect the facility and if acceptable, the deposit check will be voided and will remain on file in the POA Office.

Cancellations:

If the reservation is canceled one (1) week prior to the scheduled event, the deposit is refunded.

If the reservation is canceled less than one (1) week in advance of the scheduled date, the rental fee will not be refunded.

Keys:

The keys must be picked up before 5:00 p.m. during the week and dropped in the night drop to the left of the front door at the office. The property owners are responsible for unlocking the gate for their guests and locking it back after the event. All events must terminate by 12:00 midnight.

Note:

The deposit and rental fee must be written on two (2) separate checks. *The rental fee check will be deposited.*

CLUBHOUSE:

A \$300 deposit and a \$175 rental fee are required for reserving the clubhouse.

A walk through procedure is required at 8:00am the day of the event (Saturday & Sunday) and before 4:00pm on a business day (Monday-Friday).

All cleaning items should be provided by the host of the event.

Be sure to obtain and carefully read a cleaning check list. Please be sure to replace the trash bags used, and turn the A/C off.

LAKE HOUSE:

A \$200 deposit and a \$125 rental fee are required for reserving the lake house. See “Clubhouse” for other rules.

A walk through procedure is required at 8:00am the day of the event (Saturday & Sunday) and before 4:00pm on a business day (Monday-Friday).

CLUBHOUSE PAVILION, LAKE HOUSE PAVILION AND CAMPGROUNDS:

A \$100 deposit is required for reserving these facilities. No rental fee is required.

PARKS & RESTROOMS:

The parks are not rented. Also, the restrooms at the pavilions are always available for campers and people at the parks and clubhouse pool.

KEYS:

The keys for the facility can be picked up upon payment of the rental fee. When the event is over, the key needs to be dropped in the mail slot at the POA Office on the left side of the front door. The cleaning sheet needs to be completed and left on the kitchen bar for the maintenance personnel. No deposits will be voided until the key has been received. To pick up your deposit, you will have to come to the office; it will not be mailed to you. If you do not pick up your deposit check, it will be voided and kept in the POA Office.

The Scouts and Youth groups may use the campground without putting down a deposit. If they want to use other facilities, a rental fee is required and must be paid by a property owner. Also, a deposit will be required and a property owner must be with the group.

If alcohol is to be consumed at the event, the property owner(s) must provide two (2) law enforcement officers in uniform to be present at the event ½ hour prior to the event until ½ hour after the event is officially over and all guests have departed. The property owner(s) will be responsible for payment of the officers, and is/are responsible for the safety of the guests. We will need the names and badge numbers of the officers present prior to the event so that we may verify their information.

PROPERTY OWNERS ARE RESPONSIBLE FOR THEIR GUESTS AND MUST BE WITH THEM AT ALL TIMES.