

Shady River Civic Association
Private Party Request
For Pool

Date of Request: _____

Requestor's Name: _____

Street Address: _____

Phone #: _____

Reservation Date: _____

(Please note that private parties may be reserved between the hours of 5p – 10p daily except on any Sunday, holiday or holiday weekend.)

To reserve the SRCA pool for a private party, you must submit your request via e-mail at jluebe@hammackcpas.com & or Swalton@hammackcpas.com, or you may call Jessica Luebe at 281.471.5747 ten (10) days in advance to reserve your date. A confirmation will be e-mailed or a phone call will be received confirming your date/time is available. To reserve your date/time, a deposit of \$100 is due to confirm your reservation. ***The date and time will not be confirmed until your check made out to Shady River Civic Association is received.*** Please note that if a check is returned due to NSF, a returned item fee of \$35 will be charged and reservations forfeited.

Out of the \$100.00 deposit \$50.00 will be refunded within two weeks once the pool has been found to be in satisfactory condition. If the pool area (including the pool house) is left in disarray, the deposit is forfeited.

SRCA Use Only:

Balance on Account: _____

Date Approved Request: _____

Date Resident Notified of Reservation: _____

Date Deposit Received: _____ Check Number: _____

Was Pool Area Inspected Prior to Party: _____

Was Pool Area Inspected After Party: _____

Date of Refund: _____ Check Number: _____