**The Woods of Preston**

**REQUEST TO RESERVE CLUBHOUSE**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the owner of Lot \_\_\_\_\_\_\_\_\_\_\_ of The Woods of Preston Subdivision at address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am requesting to reserve the clubhouse. I understand that all requests for reservations are on a first come, first served basis. I further understand that to reserve the clubhouse, I will be required to pay to the POA a cleaning fee of $50.00 to cover cleaning cost. I further understand that I am required to place a $200.00 security deposit with the POA before the reservation date. This security deposit will be held by the POA and not cashed. Upon inspection of the facility, after the event, to ensure no damage has occurred, my deposit will be returned to me. If damage has occurred, my deposit will be retained by the POA and I may be responsible for additional cost. All Clubhouse and pool rules must be adhered to. My signature below confirms that I will abide by the Clubhouse and pool rules and agree to the terms of the cleaning cost, deposit and the Clubhouse and pool rules

Property owner signature /date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Point of Contact Phone Nbr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POA Officer making the reservation/date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of reservation requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time (to-from)\_\_\_\_\_\_\_\_\_\_\_\_\_

Check number for cleaning fee \_\_\_\_\_\_\_ Check number for deposit \_\_\_\_\_\_\_\_\_\_\_

Deposit returned/retained \_\_\_\_\_\_\_\_\_\_\_\_ By whom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Send Reservation to info@thewoodsofpreston.com