

Deer Valley Homeowners' Association (DVHOA)

9531 Fawn Park Lane
Mechanicsville, VA 23116

Chickahominy Oaks Community Pavilion - Reservation Form

NAME: _____ PHONE: _____

DATE NEEDED: _____ TIME NEEDED: _____

We are pleased you have chosen our community pavilion for your function! We ask you to follow the guidelines below when using the pavilion.

1. A \$25 check made out to Deer Valley Homeowners Association is required to be left with the pavilion coordinator to reserve the pavilion. This check will be returned to you provided all guidelines are followed.
2. Check the pavilion prior to your function. If you notice any problems please contact the pavilion coordinator before your function begins.
3. You may not move the picnic tables from underneath the pavilion.
4. Please make sure that all cars are parked on the asphalt not on the grassy areas.
5. At the conclusion of your function please be sure of the following:
 - Picnic tables remain at original spots and cleaned off
 - Trash cans are emptied and lined with new trash bags (provided in box at pavilion)
 - Floor is broom swept or blown off
 - All trash is removed from grassy areas and park
6. After your function the pavilion coordinator will arrange a check on the pavilion area for compliance with the above guidelines. If he/she feels that you have missed something you will receive a courtesy call if appropriate. You will then be required to correct any problems. If not permissible your \$25 check will not be returned. Also, you are responsible for any damages to the pavilion that is not specifically covered in these guidelines.

Thanks again for choosing our pavilion for your function. We hope you have a successful event and will use our pavilion again!

SIGNATURE: _____ DATE: _____