

Nature Trail Homeowners Association

Lodge Library Reservations 2019 Rules & Regulations

- ◇ The Library section of the Lodge is available to all Nature Trail owners to exclusively reserve for functions on any day or evening. This area of the Lodge can be closed off for private functions and owners and guests will still have access to the kitchen and restrooms. However, the remainder of the Lodge and Pool area will be available to all owners for normal use during the function.
- ◇ Reservations are for owners only and cannot be made for non-owners. Owners must be in attendance the entire time of function and deposit must come from owner. Written reservations are required to obtain the use of the Lodge Library for functions and are taken on a first-come, first served basis. Owners must be current on their HOA dues. Reservations must be made 10 days in advance of the event.
- ◇ Rules during a function:
 - Occupancy limit is 50 guests
 - No live bands or loud outside music
 - No outside catering is allowed
 - No slides, trampolines, or jump inflatables
 - All functions must end by 10 PM
- ◇ Pool Rules during a function:
 - Reserving the Lodge Library does not include use of the pool
 - Pool guest limit is a maximum of 5 per family, not per person
- ◇ Decorations:
 - Do not use tape, push pins, nails, staples or thumb tacks on the walls, ceiling, windows or doors
 - Do not attach anything to the floor using tape, nails or glue
 - Do not use ceiling fans or light fixtures to secure or hang anything
 - All decorations must be removed
 - No confetti of any kind is allowed
- ◇ Commercial functions are prohibited at the Lodge.
- ◇ Reservations will require a security deposit and indication of the nature of the use of the Lodge Library. A reservation form must also be completed at the time the reservation is made.
- ◇ The security deposit of \$300, minus cleaning fees, will be returned upon inspection by the management company to determine that no damage was done, and all regulations were observed. The minimum cleaning fee is \$85.46; additional cleaning time will be billed at \$10 per hour.
- ◇ The owner who reserves the Lodge Library assumes full responsibility for the conduct of their guests and any damage done, including any damage caused by party décor. Owners cannot move the furniture, but will be provided access to portable tables and chairs to use during the function if requested in writing.
- ◇ After use of the Lodge Library, the owner will be responsible for returning the portable tables and chairs to the storage closet and removing and disposal of all decorations, inside and out. The Welcome Center must be contacted to lock the Lodge and storage closet after use.
- ◇ Smoking is not permitted inside the Lodge. Ash urns have been provided on the back patio for smoking.
- ◇ Security guard must be contacted to lock the Lodge after use.
- ◇ Any deviation from or violation of the above guidelines will result in your deposit being withheld. Management reserves the right to revoke or suspend owner usage privileges if rules and regulations are not followed.

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Lodge Library Reservation Form

Complete and return form by email hoa@naturetrailpensacola.com,
fax 850.434.8081, mail PO Box 12725, Pensacola, FL 32591 or in person at the Lodge

Security Deposit: Please accompany this form with the \$300 security deposit (payable to Nature Trail HOA). Reserved dates cannot be held more than ten (10) days without receipt of the reservation form and security deposit.

Owner(s) Name: _____

Nature Trail Street Address/Lot Number: _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email Address: _____

Type of Function: _____

Date of Function: _____

Estimated Guests: _____

Access Time: _____

End Time: _____

*Janitorial service is scheduled to clean based on this time, please over estimate exit time.

By signing below you agree to ALL Nature Trail Rules and Regulations. Any deviation from or in violation of the guidelines by you or your guests will result in your deposit being withheld. Management reserves the right to revoke or suspend owner usage privileges if rules and regulations are not followed.

Owner Signature: _____ Date: _____

Additional Notes: _____

For Office Use Only: Deposit: Received _____ Refunded _____ Amount: Deposit _____ Janitorial _____