

## To Reserve the SCCA Pavilion, Pool or other Common Areas:

1. You must be a SCCA Member and a pool member for pool reservations.
2. Check the Calendar on the Community Website ([secretcove.org](http://secretcove.org)) to see which dates are available.
3. If the facility is available, you will need to complete the following reservation form and provide a \$75 deposit check made out to SCCA. Please contact Christina Fennell at [ChristinaFennell@yahoo.com](mailto:ChristinaFennell@yahoo.com) and/or Text her at 904-483-7607. Christina will collect forms, checks and updates the shared calendar of the reservation. (Feel free to text Christina that you have sent the form and she can update the calendar quickly.)

### Important Rules for Both Pavilion and Pool:

- A. The reservation does not create an “exclusive use” of the facility for your party.
- B. You are responsible for leaving the facility as you found it, including restrooms, trash cans, picnic tables, lounge chairs, grills and the grounds. Return all items and furniture to the location you found them.
- C. Remove your trash after your event and bring it to your home for pickup.
- D. You are responsible for any damage caused by you, your vendors and your guests.
- E. SCCA does not accept any liability for you, your vendors or your guests.
- F. Deposit will be returned barring all items in (B, C) are completed and there are no damages as referred to in (D).
- G. 50 People Limit for Pavilion Events.

### ADDITIONAL SPECIFIC POOL Party Rules:

- A. Complete both forms, the RESERVATION and the POOL EVENT LIABILITY WAIVER.
- B. The sponsoring member MUST be present throughout the event.
- C. Pool Parties are limited to 20 people. (This leaves room for other swimmers, up to the pool’s legal limit of 39 total swimmers.)
- D. A certified lifeguard must be provided for the first 15 people, and a second lifeguard if there are more than 15.

See the SCCA Rules and Regulations for the full set of pool rules.

**Secret Cove Civic Association  
PAVILION Use Reservation Form**

Date Request Made \_\_\_\_\_

I request the use of the **PAVILION** for a private function

DATE of EVENT: \_\_\_\_\_

TIME: From \_\_\_\_\_ A.M. / P. M. until \_\_\_\_\_ A.M. / P.M.

I understand that this is not an exclusive use, and that other members of the Secret Cove Civic Association may use the facilities if they so desire.

I also understand that I am responsible for leaving the area in as clean a condition as I found it. This includes the restrooms, trash cans, picnic tables and grills. I WILL REMOVE MY TRASH.

I am solely responsible for any / all damages caused by my guests or by myself.

I further understand and agree to assume full responsibility for any personal injury and / or personal property damage to myself and/or my guests as a result of the use of the above-named facilities. Also, I agree to hold harmless and indemnify the Secret Cove Civic Association, Inc. from all liability and lawsuits that may arise from the use of the facilities, by me, any vendors or my guests.

Sincerely,

\_\_\_\_\_  
Signature

-----  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

**Secret Cove Civic Association**  
**POOL Event Reservation Form**

Date Request Made \_\_\_\_\_

I request the use of the **POOL** for a private function

DATE of EVENT: \_\_\_\_\_

TIME: From \_\_\_\_\_ A.M. / P. M. until \_\_\_\_\_ A.M. / P.M.

I understand that this is not an exclusive use, and that other members of the Secret Cove Civic Association may use the facilities if they so desire.

I also understand that I am responsible for leaving the area in as clean a condition as I found it. This includes the restrooms, trash cans, picnic tables and the grills. I WILL REMOVE MY TRASH.

I am solely responsible for any / all damages caused by my guests or by myself.

I WILL NOT prop the pool gate open, since this creates a safety hazard.

I further understand and agree to assume full responsibility for any personal injury and / or personal property damage to myself and/or my guests as a result of the use of the above-named facilities. Also, I agree to hold harmless and indemnify the Secret Cove Civic Association, Inc. from all liability and lawsuits that may arise from the use of the facilities, by me, any vendors or my guests.

**I HAVE ALSO SIGNED THE ATTACHED "POOL EVENT LIABILITY WAIVER" FORM.**

Sincerely,

\_\_\_\_\_  
Signature

-----  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

**Secret Cove Civic Association  
Pool Event Liability Waiver**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**5-Digit Pool Key Number**

\_\_\_\_\_  
**Date**

I, the undersigned have received a copy of the Secret Cove Civic Association's Pool Regulations (provided in the neighborhood directory.) My family and I have read and understand these rules and regulations and agree to fully abide by them.

I understand that I am solely responsible for the safety of myself and any member of my family, and any guest of my family, or myself while we are using the swimming pool or facilities of Secret Cove Civic Association.

I hereby release the Secret Cove Civic Association from any liability for death, personal injury, or property while using or occupying the swimming pool or other facilities owned and operated by the Secret Cove Civic Association. I hereby release and waive any subrogation rights. I further understand that this release will remain in effect as long as I use the Secret Cove Civic Association facilities.

\_\_\_\_\_  
Signature For myself and the \_\_\_\_\_ family.  
Please Print

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

For the safety of all pool members and guests, SCCA employs security cameras at the Park House Entrance and in the Pool Deck area.