



For Office Use:

Deposit Check # \_\_\_\_\_ Amt: \_\_\_\_\_

Rental Fee Check # \_\_\_\_\_ Amt: \_\_\_\_\_

## Cabana Reservation Form and Checklist

**Reservations are made through the SLCSA Office 972-442-3000**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL: \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

DATE OF PARTY \_\_\_\_\_ TIME TO PICK UP KEY \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_ TIME EVENT STARTS \_\_\_\_\_

NUMBER OF GUESTS EXPECTED \_\_\_\_\_ TIME EVENT ENDS \_\_\_\_\_

Maximum 50 people

**Note: Only residents may rent Cabana. No one outside Seis Lagos may reserve.**

Reservations require the following:

- a) Current SLCSA HOA dues.
- b) List of guests – alphabetized by last name - for guards (deliver when picking up the key)
- c) **Fees to be paid by resident, in advance, including:**
  - \$100.00** - Deposit check due upon reservation (held, not deposited and refundable). The deposit check will be returned or shredded following the event if everything is in good order, i.e., nothing broken/damaged, no holes in the walls, etc.
  - \$55.00 - Per Day** – Rental fee due by week of party - Non-Refundable

Pick up key the day of the event at the guard house. A guest list, in alphabetical order must be provided to receive the key.

The cabana will be checked after each use and before the deposit check is refunded or shredded.

**Return the key to the guard house (same day of event) and completed checklist at the end of the event.**

### **Pool Usage:**

Usage of the pool must not impact pool use for the homeowners of the community. Pools are not reserved for parties and are available to the homeowners of the community anytime.

### **Covered Patio:**

Covered patio is first come, first serve. This area is not included in Cabana rental and cannot be reserved.

### **Music or DJ:**

Any music or DJ must be contained to the inside of the cabana.

### **Recreational Area:**

Tennis court, sport court, volleyball court, grill, etc., may be used by your party, but may not be reserved for their exclusive use.

Use only painters tape or command strips. Do not use nails, tacks, or other devices which deface or damage the facility.



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**PLEASE HAVE REPLACEMENT TRASH BAGS (TALL KITCHEN) and CLEANING SUPPLIES**

## CHECK LIST:

- FLOORS SWEEPED AND MOPPED.** A broom is next to refrigerator or closet.
- FURNITURE RETURNED TO ORIGINAL LOCATION** – Please check before moving. It is common for the cabana to have back to back parties and it's important to return the furniture to original location.
- KITCHEN** – Do not leave any food in the refrigerator. Wipe up spills in/on appliances. Wipe out after use. You may leave ice in freezer.
- TABLES WASHED OFF** (even if they do not look dirty)
- BATHROOMS CLEANED and TRASH REMOVED**
- ALL TRASH, decorations, food, etc.** – Remove after party. Place trash in the fenced area on the west side of the cabana and put a replacement trash bag in the trash can
- OUTSIDE TRASH CANS** – If your guests use the outside trash can, it is the responsibility of the renter to remove the trash and put a replacement trash bag in the trash can.
- NON-SMOKING FACILITY**
- CLIMATE CONTROL** – Set thermostat to 80 Degrees
- LIGHTS-----OFF**       **DOORS----- LOCKED (ALL)**

- The Property Owner reserving the cabana must be in attendance during the time the cabana is used.
- The property owner is responsible for any and all damage to the cabana during the reservation period.