



## Woodland Park Improvement Association, Inc REQUEST FOR CLUBHOUSE RESERVATION

*Please complete this form to apply to reserve the Woodland Park community clubhouse for a meeting or party. Reservations are accommodated on a first come, first serve basis. The homeowner is responsible for the condition of the clubhouse. If the clubhouse is found in unacceptable condition after use of the facilities, the homeowner will be charged for all damages and professional cleaning.*

*You may not restrict other residents from access to and/or use of the pool during your reservation. No smoking is allowed in the clubhouse.*

HOMEOWNER: \_\_\_\_\_ LOT #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

***Please submit this form at least 7 days prior to the event to:  
Woodland Park Improvement Association, Inc.***

*\* confirm Property Manager contact information and address prior to delivering*

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date

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### BELOW PORTION TO BE COMPLETED BY HOA REPRESENTATIVE:

**The above described request is:**

\_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Approved subject to the following conditions

\_\_\_\_\_

\_\_\_\_\_  
HOA Representative

\_\_\_\_\_  
Date

Condition Inspection Date: \_\_\_\_\_

Charges to Homeowner: \_\_\_\_\_