

# Pavilion Renters Be Aware of the Following:

As you know the Pavilion is an outdoor facility. It provides a great setting for large or small parties who want to have cookouts and picnics. The Pavilion is open air, and has lighting, ceiling fans, plenty of electric outlets, a serving bar with sink, and restrooms. Despite all these wonderful features, the weather and nature can play a part in your party experience. Those renting the Pavilion should keep this in mind as well as the following:

**Rain:** The Pavilion area and overhead gutters can only withstand a certain amount of rain before it begins to puddle on the pavilion floor. If it rains a long time or very heavy it will result in puddles. We will leave the Pavilion floor ready for your event but if rain is threatening or suddenly occurs, puddles may form on certain parts of the pavilion floor.

**Restrooms:** Large un-air-conditioned restrooms are located at the Pavilion. Please keep in mind that when the swimming pool is open the restrooms are also available to the swimming pool participants. This means that an occasional person will be coming from the pool to the restrooms where your party is being held.

**Pavilion Storage Room / Tables and Chairs:** For most parties at the Pavilion we will place the number of tables and chairs you requested in the Pavilion Storage Room. (For some large parties you will get the tables and chairs from the garage also.) You will need to return them to that area after your party and stack them the same way you found them. Large trash cans are also provided at the pavilion for you to use. If your party fills the bags, please put them in the dumpster. **Keep all children out of the Pavilion Storage Room.** Please note: During the swimming pool season the lifeguards may need to go in and out of the storage room. This may occur occasionally during your party.

**Lights / Fans:** The switches for the lights and fans are located in the Pavilion Storage Room behind the door. They are labeled. You can adjust the speed of the fans.

We hope this information will help you in planning and implementing your event. Have a great party!

# **After Party Requirements for the Pavilion**

**Following your function at the Pavilion you can avoid having additional fees taken from your deposit by doing the following:**

In general, be sure everything is cleaned and put away. The storage room and restrooms must be locked, and the garage if used.

Be sure all garbage is bagged, tied, and placed in the dumpster.

Clean the serving counter if used.

Clean any messes caused by your event in the restrooms or on the pavilion floor.

Be sure all decorations are taken down and discarded or taken away.

Be sure no trash, napkins, cups, bottles, balloons, balloon string, signs to party, etc. are left around the pavilion or the amenities.

All tables and chairs must be returned to the same place you got them – pavilion storage and/or garage. They should be stacked and placed the same way you found them.

Return the key that opens the pavilion storage room (and garage if used) to the property manager's office on the next weekday that occurs or drop it in the drop box located to the left of the front doors to the Lodge.

## **CONTACTS**

As the Piney-Z resident you are the event host and key holder. The resident must be present during all time reserved and is responsible for all aspects of the event.

**In the event of an emergency related to the facility call:**

**Lance Rogers, Property Manager, 766-5800.**

**Ms. Sammy Collins, amenities staff, 528-2582.**

**If it is a major emergency (fire, injury, etc.) call 911 before calling us.**

