

# POOL RESERVATION FORM

## Foxwood HOA

HOA Upstate, Managing Agent for Foxwood HOA  
PO Box 26389  
Greenville, SC 29616  
**Admin@InfoHOA.com**

Today's Date:

\_\_\_\_\_

HOMEOWNER NAME:

\_\_\_\_\_

HOMEOWNER ADDRESS:

\_\_\_\_\_

PHONE: Daytime:

Home:

\_\_\_\_\_

EMAIL:

\_\_\_\_\_

RESERVATION DATE:

TIME: From

To

\_\_\_\_\_

TYPE OF FUNCTION:

\_\_\_\_\_

NUMBER OF GUESTS:

\_\_\_\_\_

By signing, I am acknowledging my responsibility to leave the pool area as it was found and to make sure all trash is picked up and all pool furniture is put back in place.

Signature:

Date:

\_\_\_\_\_

**DEPOSIT:** ALL damages will be the responsibility of the homeowner and charged to the homeowner account, therefore, no deposit is required.

**RENTAL:** A \$50.00 charge will be assessed to your account for the rental fee

**Cancellation refund** — If an event is canceled no less than 3 days prior to the event your fee will be refunded.

**\*\*The Pool is part of the Foxwood Community and is available to all homeowners. This, of course, is contingent upon your account being current and up to date. No one under 21 years of age may make such reservations unless they are head of household. The following is an overview of the costs associated with the pool rental and the rental procedure.**

### **Pool Rental Procedure**

- Complete the Pool Reservation Form that can be found on the homeowner portal (infohoa.com) and email it to Admin@InfoHOA.com
- Your reservation is not confirmed until HOA Upstate receives the form, validates the date and time, and informs the homeowner. Reservations are on a first-come, first-served basis.
- Form must be received at least 7 days prior to the requested rental date.
- Once confirmed, the rental will be added on the homeowner portal calendar (InfoHOA.com) All cancellations must be made no less than 3 days prior to the event to receive the rental fee back.

### **Rules and Regulations**

- Renter will vacate the premises after the 3 hours are up.
- No alcoholic beverages are allowed.
- Renter is responsible for noise control.
- An adult age 21 years or older shall always be present during the event. No Holiday weekends will be available for pool rentals.
- Homeowners can only rent the pool for one day between Friday and Sunday.

The pool area must be left in a clean condition prior to vacationing the premises. The renter will be held responsible for the condition of the pool area. The facility may not be used again by any individual or group failing to comply or failing to fully compensate the Homeowners Association for ANY cleanup or damage costs.