



8800 Lodge Dr. Pike Road, AL 36064

HOA Manager does **NOT** handle Pool or Lodge Reservations.

**ALL reservation communication must go through:**  
**[HOAWoodlandCreek@gmail.com](mailto:HOAWoodlandCreek@gmail.com)**

**ALL communication will be via email.**  
**Please ensure you do not wait until the last minute to reach out with questions,**  
**as the email is not checked every hour of every day.**

## **THE POOL RENTAL AGREEMENT**

**The pool is only available for reservations on Sundays, from 6:00pm-10:00pm, during pool season.**

<b>Security Deposit</b>	\$100	Required For Every Rental	Check only
<b>Rental Fee</b>	\$150	Required For Every Rental	Paid by check or money order only. <b><u>NO CASH</u></b>
<b>On-Site Security</b>	\$39.90/hour 4 hours minimum (\$159.60)	Only Required if Alcohol is Served	Paid by check or money order separate from your rental fee

*\*Security Deposit and Rental Fee checks should be made payable to Woodland Creek HOA.  
Separate checks are required for Security Deposit, Rental Fee, and Security Fee.  
The fee for returned checks will be the maximum amount allowed by current law.*

**MEMBER MUST BE PRESENT DURING RESERVATION.**

**MEMBER INFORMATION**

Today's Date: \_\_\_\_\_

Woodland Creek HOA Member Name:	<b>*Must be registered with HOA to reserve. As well as be up to date on HOA dues.</b>
Address:	Phone:
Email:	<b>*Must match email on file with the HOA.</b>

**RESERVATION DETAILS**

<b>Date of Event:</b> <b>Type of Event:</b>	<i><u>*Reservations will not be accepted more than 6 months in advance, Or less than 14 days prior to the proposed rental date.</u></i>
<b>Time reserved for Pool:</b> <b>Start:</b> <b>End:</b>	Be advised, <b>ALL set up and take down time MUST be included within the time frame of your event.</b> Please ensure you are giving yourself sufficient time to do both. <b>You must leave on time as the gates will lock exactly at 10:00pm</b>
<b>Actual Time of Event:</b> <b>Start:</b> <b>End:</b>	ALL EVENTS MUST END BY <u>10:00</u> PM
<b>Estimated # of Guests:</b>	No more than 140 persons inside of the pool at any given time. No more than 25 persons in the wading pool at any given time.
<b>Music or Entertainment (circle one):</b> <b>Yes</b> <b>No</b>	Please keep music and noise to a reasonable level.
<b>Food &amp; Beverage (circle one):</b> <b>Yes</b> <b>No</b>	Refer to Pool Rules, which can be found online at <a href="http://woodlandcreekhoa.com">woodlandcreekhoa.com</a> .
<b>Will alcohol be served or present:</b> <b>(circle one)</b> <b>Yes</b> <b>No</b>	If yes, security MUST be present. Event Coordinator will arrange. <b>NOTE: If an on-site officer is hired for your event, YOU will be the day of point of contact. Please ensure you have provided accurate contact information.</b>

After reservation, would you like the security deposit: (Circle one)	SHREDDED	MADE AVAILABLE FOR PICKUP
---	----------	---------------------------


*\*Checks will be destroyed if one of the options above is not selected, or if left on file 2 weeks after the date of the event.***HOLD HARMLESS AGREEMENT**

I, \_\_\_\_\_ am a Member of the Woodland Creek Homeowners' Association, Incorporated and am desirous of using the Woodland Creek Pool for an event to be supervised by me and my appointees; I have received and agreed to the items listed above and the Pool Rules of the Association. I further agree to indemnify and hold harmless the Association, its Directors, its Members, its Employees, its Agents, the Developer, its Agents, and its Employees from any and all claims, losses, suits, damages, judgments, expenses, costs, and charges of every kind and nature, from any injury and damage to me or my guests resulting from the use of the amenities.

\_\_\_\_\_  
Signature of Member\_\_\_\_\_  
Date Signed

## **RULES AND TIMELINE**

### **BEFORE YOU ASK, CHECK THE LIST!**

Check Availability by emailing <a href="mailto:hoawoodlandcreek@gmail.com">hoawoodlandcreek@gmail.com</a>	-Reservations will not be accepted less than 14 days prior to proposed date, and no more than 6 months beforehand.  *Please make sure that you are checking your emails SPAM folder.
If date is available	-Submit Rental Agreement AND Security Deposit Check within one week of confirmed date to keep the reservation.
Submit Rental Fee	-Rental fee must be turned in NO LESS THAN 14 days prior to the event. It is your duty to remember this. -If rental fee is not received by this time, reservation will be automatically cancelled.
Serving or providing alcohol?	-If not originally notated on your reservation form, you must give notification NO LESS THAN 14 days prior to event. -An off-duty officer will be hired at \$39.90/hour, minimum of 4 hours. -Security officer payment required as part of your rental fee.
Need to cancel?	-Notification must be given NO LESS THAN 7 days prior to your event. If less than 7 days, \$50 will be forfeited from your Security Deposit. -If cancellation happens on event day, additional fees may apply. -Cancellation after your reservation has begun is an immediate forfeiture of your rental fee.
Day of event 	-Your keys cards will be programmed to have special access to the pool between 6:00pm-10:00pm. -You may not start setting up until 6:00pm. Prior to 6:00pm, you may not have more than the allotted two (2) guests at the pool.
During your event	-Woodland Creek Pool Rules must be followed by Members and are considered as a part of this Rental Agreement. Failure to adhere to these rules may cause the loss of Amenity Center privileges. (Rules can be found at <a href="http://woodlandcreekhoa.com">woodlandcreekhoa.com</a> )
Event must end on time	-All events must end at the designated time. The gates will automatically lock at 10:00pm.
Before you leave	-Any tape, string, or other items used for decorations must be removed. -Remove all items that you brought with you. -Please throw away all garbage.
After your event	- The cost to repair any damage to Pool property will be taken from the Member's Security Deposit.

There is not a point of contact for the day of the event. All questions need to be asked in advance.  
**ONLY in case of emergency**, HOA Manager can be reached at 334-300-5325