

## FOREST CREEK RECREATION CENTER APPLICATION



**DEPOSIT AND RENTAL FEE MUST BE RECEIVED AT THE TIME OF THE APPLICATION TO SECURE RESERVATION.**

**EVENT MAY NOT BE ANY LONGER THAN 5 HOURS TOTAL.**

The club facility is available for party functions (subject to the following policies):  
Hours are Monday through Sunday from 8am to 10:00pm

- Party usage includes use of the Clubhouse and Kitchen *only*.
- The pool facility and surrounding Pool Deck Spa, covered areas and seating arrangements thereon are NOT included in the normal club Facility Party Reservation use.

Any group of 6 or more will be deemed as a private party and must adhere to the following guidelines:

- Reservations are required.
- No person under the age of 18 may reserve this facility.
- The Club Facility may not be reserved for commercial solicitation reasons.

Reservation of the Club Facility should be made at least one week in advance with deposit and rental fee paid. Rentals are on a first come, first serve basis, with rental fee paid to reserve the date and time.

**I/we understand that Forest Creek Recreation Center is a shared facility and that I/we do not have sole use of this space.**

# FOREST CREEK RECREATION CENTER APPLICATION

## RULES AND REGULATIONS APPLYING TO PRIVATE EVENTS:

**PAYMENT:** The fees are as follows: \$100.00 deposit and a \$25.00 rental fee. Checks/money orders should be made payable to Forest Creek CDD and may be submitted along with the rental application to operations manager Doug Lovelace at the Forest Creek Clubhouse, 11685 Old Florida Lane, Parrish, FL 34219. (If you are submitting by mail, please send form and payment to Forest Creek CDD c/o Rizzetta & Company, 9428 Camden Field Parkway, Riverview, FL 33578.) All applications and fees must be received at least one week prior to the event.

**POOL RULES:** The pool is a shared space and can be utilized but not reserved for parties. NO GLASS IS ALLOWED IN OR AROUND THE POOL AREA. SMOKING IS NOT PERMITTED.

**DECORATIONS:** Taping, tacking, nailing, or stapling decorations to the ceiling or walls is strictly prohibited (painters tape is approved). Furniture may be moved or rearranged appropriately but must be returned to its original placement.

**ACTIVITIES:** Bounce houses, slides, and other party rental equipment/accessories are NOT allowed at the Clubhouse or surrounding areas.

**PARKING:** It is the responsibility of the User to monitor the parking of guests and to comply with Community Parking Rules as set forth in the property document. Parking on the landscape is strictly prohibited.

**NOISE:** All sounds emanating from the Club Facility shall be maintained at such volume as to not become a nuisance or unreasonable annoyance to owners near the facility.

**CLEANUP:** Reserving user is responsible for disposing of all trash, food containers, and decorations in the dumpster in the parking lot. The Club Facility must be left in the same condition prior to use. All lights and electronics must be turned off. The condition of the rooms will be determined by a Representative after the event.

**FAILURE TO ADHERE TO THE RULES AND GUIDELINES WILL CAUSE AN AUTOMATIC DENIAL OF FUTURE RESERVATIONS. ANY ADDITIONAL CLEANING, TRASH REMOVAL AND/OR DAMAGES WILL BE CHARGED TO THE RESERVING USER, AND YOU FORFEIT YOUR DEPOSIT.**

X

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Signature

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Date

**FOREST CREEK COMMUNITY DEVELOPMENT DISTRICT**

DISTRICT OFFICE • 9428 CAMDEN FIELD PARKWAY • RIVERVIEW, FL 33578

Phone: 813-533-2950 • Fax: 813-533-2922

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## Clubhouse Rental Form

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

Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Maximum Number of People Attending: \_\_\_\_\_

Resident's Name: \_\_\_\_\_

Resident's Address: \_\_\_\_\_

\_\_\_\_\_

Resident's Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Please submit form and payment to District Operations Mgr. Doug Lovelace  
at the Forest Creek Clubhouse, 11685 Old Florida Lane, Parrish, FL 34219**

**If submitting by mail, please send to:**  
Forest Creek CDD c/o Rizzetta & Company  
9428 Camden Field Parkway, Riverview, FL 33578

**Checks returned for any reason will result in an additional fee.**

Date Deposit Returned: \_\_\_\_/\_\_\_\_/\_\_\_\_\_ Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

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## Clubhouse Rental Policy and Rules

**\*\*You Must Be a Resident of Forest Creek to Rent the Clubhouse, or Satisfy the Non-Resident Requirements\*\***

All rental and deposit checks will be deposited when booking the event. After your event, you must send a date and time stamped photo of the rental area to Rizzetta. If the photo is approved, you will be mailed your deposit refund as soon as possible after the event. Final approval is given at the sole discretion of the District Operations Manager. If the clubhouse fails inspection after your event, you will receive the balance of your deposit minus a cleaning fee of \$25.00 per hour and charges for any damage or time overage.

1. Users reserving the clubhouse will be responsible for their own cleaning supplies and trash bags. Following the event, all trash must be placed in the trash dumpster located in the parking lot.
2. Party usage includes the use of the clubhouse and kitchen only.
3. Pool facility, deck and spa are not included in the rental.
4. **Absolutely no decorations on walls, window dressing, fans or ceilings.** Stand up decorations and table top decorations are permitted. Balloons are only allowed in the clubhouse.
5. Furniture may be moved but must be returned to its original placement.
6. Renter must assign a person to let party guests into the clubhouse and open doors for guests' use of the restrooms. **Restroom doors, main gate and pool gate are not to be propped open.**
7. The amenities, exterior area, and furniture may not be used exclusively for party purposes. They are for the community's use.
8. Pool usage is by Resident/Member Pass only. All pool rules and guest limitations apply to that pass.
9. NO SMOKING is permitted in the Clubhouse. All smoking materials must be used outside and must be placed in approved containers.
10. IN CASE OF EMERGENCY, CALL 911. Then, notify the District Manager at (813) 533-2950.
11. All regulations are subject to change by the Board of Supervisors of the Forest Creek CDD.

Renter's Signature: \_\_\_\_\_

**We do not adjust the air conditioning or heat, except in extreme conditions.**

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## Clubhouse Rental Cleaning and Policy Checklist

Name of Renter: \_\_\_\_\_ Date of Inspection: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Date Keys Returned: \_\_\_\_/\_\_\_\_/\_\_\_\_ Employee Inspecting: \_\_\_\_\_

Key Description: \_\_\_\_\_

OK	Not OK	Check Off Item
		Renter used their own cleaning supplies
		Facility cleaned and vacated by checkout time
		No decorations on walls, window dressings, fans and ceilings
		Gates and bathroom doors not propped open
		No bathing suits in Clubhouse – Proper attire required for guests
		No food or drink within 15' of pool
		Pool, if used by Group, did comply with resident to guest limitations
		No smoking in the clubhouse, and smoking permitted only in approved areas outside
		Floor was properly swept, mopped and cleaned
		Tables and chairs cleaned and returned to storage position
		Trash emptied and placed in dumpster with new bags in trash receptacles
		Cabinets cleaned and empty
		Counter tops cleaned
		Thermostat untouched and secure
		No damage caused to facility
		Restrooms & Clubhouse cleaned

Please describe any damage resulting from your event:

\_\_\_\_\_

Refund of deposit will happen as soon as possible following the event. Deductions will be made for any no answers above. Final decision on deposit refund is at the District Operation Manager's discretion.