



**AGREEMENT FOR PRIVATE PARTY USE OF  
THE FOUR SEASONS LAKESITES POA  
AQUATIC CENTER CONFERENCE ROOM**

**Parties: Nonrefundable Usage Fee: \$150.00 / Refundable Deposit Fee: \$100.00  
10:00 a.m. – 12:00 p.m. OR 2:00 p.m. – 4:00 p.m.**

**Meetings (NO POOL USE): Nonrefundable Usage Fee: \$100.00 / Refundable Deposit Fee: \$100.00**

- **Maximum 25 guests (Adults and Children)**
- **The usage fee and deposit fee are due at the time of the reservation (one check is acceptable).**
- **Make checks payable to Four Seasons POA.**
- **No event shall exceed the closing time.**
- **Routine Cleaning: The POA Aquatic Center will be cleaned daily. Any event that requires additional cleaning will be charged \$25.00 per hour of extra cleaning time.**
- **Please complete the items on the "After Party Checklist" to avoid additional fees.**

Today's Date: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Lot & Subdivision: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Type of Event: \_\_\_\_\_

\_\_\_ Property Owner or \_\_\_ Immediate Family Member      Estimated Attendance \_\_\_\_\_ (25 max.)

We will need the Aquatic Center Conference Room prior to event to decorate at: \_\_\_\_\_ a.m. /p.m.  
Event time: \_\_\_\_\_ a.m. /p.m. - \_\_\_\_\_ a.m. /p.m. \*Exit time: \_\_\_\_\_ a.m. /p.m.\*

Please Initial One:

\_\_\_ I would like to schedule a walk-through with Management prior to the event

Date: \_\_\_\_\_ Time: \_\_\_\_\_ or TBD: \_\_\_\_\_

\_\_\_ I have declined a walk-through with Management prior to the event

# Four Seasons POA Aquatic Center Rules and Regulations for Private Events

## A. *Eligibility*

The POA Aquatic Center Conference Room is available to members in good standing (all amounts due have been paid for all lots owned by that individual) for private events. Business functions **MUST** be a private rental. Included in this definition of “business functions”, but not limited to: sales presentations, non-Four Seasons association meetings or political functions. Only private invitations will be allowed; no public invitations. The Board or Manager reserves the right to terminate and cause forfeiture of deposit for any event which, in their opinion, violates this rule.

## B. *Registration & Fees*

1. Reservations for the POA Aquatic Center Conference Room should preferably be made at least 1 month in advance. A confirmation of a reservation is complete **only when a signed reservation form and the appropriate fees have been received by the POA Management Office**. Registration forms may be obtained by contacting Missouri Association Management at: (573) 552-8334 or by visiting [www.fourseasonspoa.com](http://www.fourseasonspoa.com).
2. Cancellation of the Aquatic Center Conference Room needs to be done at least two weeks prior to the scheduled event, and will be eligible for a full refund less a \$25.00 administration fee. Cancellations made within the two-week period are eligible for a 50% refund.
3. When making a reservation a **usage fee** and a **refundable deposit** will be collected. The deposit will be refunded after the event if the Aquatic Center Conference Room is cleaned as required and damage free. Please refer to the After-Party Checklist for requirements. This list **MUST** be completed, signed and left in the “Completed Forms” box on the wall next to the refrigerator.

## C. *Cleaning for Private Events*

All private events are required to do the following after their event:

1. Remove all items brought into the Aquatic Center Conference Room, (decorations, food, etc.)
2. Place any furniture moved, back into the original position found.
3. Put up any extra tables/chairs used.
4. Take out all trash and place in trash receptacle located in the parking lot.
5. Report any damage by calling Owner Services, (573) 434-0021 after hours or the Management Office, (573) 552-8334 Mon-Fri 8 a.m. -5 p.m.
6. Review, check, note and sign off on the **After-Party Checklist** found next to refrigerator in the kitchen.

**Note: In order to receive your refundable deposit fee, the checklist MUST be completed and left in the “Completed Forms” box on the wall next to the refrigerator.**

**All decisions concerning cleaning and damage charges are solely up to the management and are not negotiable.** Charges will be based on actual cost incurred by the POA for repair and extra cleaning. Invoices will be made available.

**D. General Rules**

1. The property owner reserving the POA Aquatic Center Conference Room **MUST** be present for the duration of the private function he/she sponsors.
2. The maximum capacity for the POA Aquatic Center Conference for a private function is 25 people.
3. Reservations for private events are for the use of the Conference Room only. Please note that other property owners and their guests may use the restrooms and pool(s) during the time of your rental.
4. **The POA Aquatic Center Conference Room is a NON-SMOKING facility.**
5. Adhering decorations to the walls, doors, ceiling or any other surface with anything other than damage free hanging strips (i.e. 3M Commander Strips) will be allowed. **Do not use tape, tacks, or adhesives to attach to wall surfaces. Repairs to damaged areas will be assessed at a rate of \$45.00 per hour.** No burning of candles. Use of glitter is strictly prohibited and may result in the loss of deposit.
6. If you incur a situation where repairs are necessary or inventory is missing, please notify the Management Office, (573)552-8334 during normal business hours or by contacting Owner Services, (573) 434-0021.

**By signing this reservation form, you are agreeing to:**

1. Submit the usage fee and refundable deposit when the reservation is made to ensure availability for your event.
2. Follow all rules of the POA Aquatic Center Conference Room.
3. Use your best effort to ensure your group makes use of the Aquatic Center Conference Room and furnishings in a careful and prudent manner.
4. Report any damage, spills or problems occurring during your use period to Management.
5. Remove any and all articles that were brought in (food, drinks, decorations, etc.).
6. Certify that your event is being held directly for you, the property owner, or immediate family member. The property owner reserving the Aquatic Center Conference Room **MUST** be present during the entire event and take full responsibility of adhering to the rules and regulations.
7. Complete the After-Party Checklist and leave in the "Completed Forms" box on the wall next to the refrigerator.

In consideration of my acceptance of this reservation of the use of the above facility, I waive any and all claims for myself and my guests against the officials and employees of Missouri Association Management, LLC and Four Season Lakesites Property Owners Association for injury, illness or damage which may occur directly or indirectly from my use of this facility. I hereby, unconditionally and without reservation, assume legal liability and financial responsibility for damage or loss suffered by the Four Seasons Lakesites Property Owners Association or any of its property occasioned by said use and further promise to promptly pay upon demand any damages reasonably itemized and requested by Four Seasons Lakesites Property Owners Association or its management. I agree as Property Owner that I will attend the event and further, I accept the responsibility for the conduct of any persons in attendance.

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*Signature of Property Owner*

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*Date*