

Richmond Park Master  
A Condominium

Application for Use of Pool House

NAME: Dayna Morse  
ADDRESS: 2503 Sawyers Hill Rd Unit 908  
TELEPHONE NUMBER: 714.444.1933 EMAIL: Dmorse914@gmail.com  
DATE OF FUNCTION: Thursday November 6th, 2025  
ROOM TO BE USED FOR: A Craft event party  
APPROXIMATE NUMBER OF PERSONS: 25 (Maximum allowed by fire code is 45.)  
TIME ROOM WILL BE IN USE: From: 11:30 To: 3:30

The application must be submitted to management no less than 5 days prior to event; the room shall not be considered reserved until approval is returned from the management company. Approval for the party is at the discretion of the Management Company on behalf of The Board of Directors.

The resident reserving the Pool House must be an owner in Richmond Park Master.

In lieu of placing a deposit, by signing this form I agree that any extraordinary cleaning, trash removal, repairs or replacements required as a result of my event will be charged to my association ledger and any such payment will be payable and due within 30 days

**RULES & REGULATIONS FOR USAGE OF POOL HOUSE**

- Reservations are for the Pool House only.
- The clubhouse restrooms must remain available to others during the event.
- The pool area cannot be reserved.
- The Pool House may not be rented for commercial purposes.
- The resident reserving the Pool House is responsible for the cleaning and condition of the room after the party. No personal items should be left in the fridge or stored in cabinets.
- Garbage from the party must be removed from the Pool House grounds.
- Please do not put holes in the walls with thumb tacks etc. or use tape if hanging decorations.
- No overflow parking allowed on the street during the event.
- Parties for minor children must be chaperoned. Children are not allowed to roam the Pool House or pool area freely.
- The front doors automatically lock at all time.
- No Unit Owner shall make disturbing noises or permit his family, servants, employees, agents, visitors or licensees to do so. In particular, any musical instrument, phonograph, television, radio or the like in a way that unreasonably disturbs or annoys other Unit Owners or occupants.

When reserving the Clubhouse for an event, please remember that the posted State of Florida and Collier County Health and Safety rules apply at all times. The most significant rules are:

- Children under 12 cannot use the Amenities area unless supervised by an adult at all times
- No running on the pool deck or jumping into the pool
- All food and beverages are to be consumed **IN THE CLUBHOUSE**
- No glass containers or alcohol on the pool deck at any time
- No ball throwing in the pool area.

- In addition, we have found it helpful to post a sign on both clubhouse doors a day or two before your event to alert residents that the clubhouse may not be available. It would also be helpful to post a sign on the clubhouse refrigerator stating that the contents inside are reserved for a private event.

Signature: [Signature] Date: 10/23/25  
 Management Co. or Board of Directors ..... Date: .....