

EL RIO MOBILE HOME PARK CO-OP

Recreational Facility Request

A reservation form (attached) is to be submitted to the Park Office by Members in good standing who wish to reserve private use of the Rec. Hall or BBQ Picnic area for an event that may or may not include outside guests.

1. No commercial use of these common areas is allowable.
2. Hours of use: 8am – 10 pm.
3. Applicant must be present during preparation for, use of, clean-up and lock-up after this event.
4. Minors must be accompanied by and supervised by an adult at all times before, during and until they leave this event.
5. No smoking allowed in any public area of El Rio.

To have your event added to the activity calendar, you must speak with Management and submit the reservation form and, if food or beverages are to be served, you must provide a cleaning/damage deposit of \$75, refundable within 7 days pending inspection by management to determine that the facility does not require cleaning or repair.

Inviting guests to El Rio impacts the entire community. Please inform your guests before the event that there is limited parking for visitors. It is the Applicants responsibility to see that guests park outside of El Rio Mobile Home Park. Encourage street parking outside the Park.

CHILDREN'S PLAYGROUND/BBQ AREA:

- ** There is parking nearby on Mora St. next to Lloyd's Tires. Members are responsible for monitoring the River Street gate for guests.
- ** The nearest restroom facility is at the Laundry Room. Children must be accompanied by an adult when visiting the Laundry Room. The Laundry Room must remain locked during your function.
- ** Trash (including micro-trash) must be collected and placed in dumpster or removed from Park.
- ** The Member/Host is responsible for cleanup including returning the following day to empty ashes from the BBQ.

REC HALL & KITCHEN

- ** Let your guests know that El Rio does not have a parking agreement with Lenz Arts or the Attorney's office.
- ** If available, plastic ware and paper supplies are for your use.
- ** Cleaning equipment is found in the shower room of the restroom and the metal cabinet.
- ** Clean and return any items stored in cupboards to their appropriate spot.
- ** Wipe clean stove top, oven, sink and countertops.
- ** Remove food and beverages from refrigerator and wipe clean. Use only soft (non-abrasive) sponge or cloth on refrigerator door.
- ** Take trash to the dumpsters and replace plastic bags in receptacle.
- ** Clean furniture, including couch covers, as needed.
- ** Leave tables and chairs in place.
- ** Sweep or dust mop the floor as needed.
- ** Make sure windows are closed and locked, heater is off, lights are out, and doors are locked, when you leave.

RESERVATION OF REC HALL OR CHILDREN’S PLAYGROUND/BBQ

Member: _____ Space #: _____ Phone: _____

Email: _____ Event: _____

Event Date: _____ Hours of event (including set up & clean up): _____

Reservation for /_/_/ Rec Hall /_/_/ Playground/BBQ Area

____ (initials) I agree to inform my guests about parking

____ (initials) No food or beverages will be served

____ (initials) Food and/or beverages will be served
If so, \$75 deposit submitted on _____ (date)

____ (initials) I acknowledge receipt of key to Rec Hall kitchen and
will return it immediately after clean-up is complete (drop box ok)

____ (initials) I will return the facility (including the kitchen and restrooms, as applicable) to the same condition in which I found it.

Pre-event Management inspection _____
Date Condition

Mgr's Initials

I assume financial responsibility for loss of, or damage to El Rio property that is caused by anyone attending or helping to facilitate this event, during the time needed for preparing, hosting and cleaning up after the event.

_____ (Signature of Member(s) Date: _____

Date of post-event management inspection: _____

\$75 returned to Member ____ (date & Manager's initials)

\$75 applied to clean-up/repairs _____ Description of condition of facility: _____
Date

Mgr's Initials

In case of emergency call 911. For non-emergency questions, call the Office Manager at 423-9494.