TRAILER ESTATES PARK AND RECREATION DISTRICT
RESERVATION FOR FUNCTION (RULES) PP31

Any damages/clean up costs will be charged to the person making the reservation.

****ONE WEEK ADVANCE NOTICE IS REQUIRED FOR ALL FUNCTION RESERVATION REQUESTS.**** Discretion is given to the trustee and/or designee to approve requests that are submitted with less than 7 days advance notice.

If a property owner/renter reserves the room and it is necessary for maintenance to clean up after the function, the resident submitting the request will be billed for maintenance's time required to perform clean up (this applies to non-routine clean up).

When reserving for a weekend or holiday, residents must set-up and break down their own tables and chairs or pay to have this done. Check with Maintenance for access to correct number of tables.

MAINTENANCE COORDINATION – contact Maintenance with set-up needs seven (7) days before the function. Use of sound system, projector, TV, technology must be identified at this time. Costs may be incurred if Maintenance must come in during your event for technology support.

Refer to Rules & Regulations, Part B for additional Rules Governing Use of Facilities. If using the kitchen, refer to Kitchen Rules and District Property Policy – PP37. Also, if using an outside caterer/vendor, a temporary license may be necessary. If so, attach a copy of the approved license.

Residents: Please bring the approved reservation form to the office 24 hours before the function to receive keys or fob access for the kitchen. The office is open Monday – Friday.

DO NOT PROP DOORS OPEN – Complete the disable FOB portion of the Reservation for Function form (only if a high volume of non-residents will participate). Requestor will be responsible for the security of the hall while FOBs are disabled. FOBs will be required after dusk.

Delivery Method: Either e-mail electronic copy to officeassistant@trailerestates.com or submit completed paper copy to the office.

Revised 02/02/09; 11/01/10, 04/05/10 (4/12/10), 11/1/10, 3/21/11, 1/16/12, 3/2/15, 4/18/16; 11/2016, Correction 2/19/18, Revised 8/20/18, 12/3/18, 1-20-20, 12/19/22, 1/2/24, 4/15/25, 5/20/25, 11/11/26