

**COLUMBIA COURT HOMEOWNERS' ASSOCIATION, INC.  
EXECUTIVE BOARD**

P.O. Box 2322  
Sinking Spring, Pa 19608  
[www.columbiacourt.us](http://www.columbiacourt.us)  
[info@columbiacourt.us](mailto:info@columbiacourt.us)

**Court Yard Pavilion Reservation Form**

**Before filling out this reservation form:** Visit the CCHOA website ([www.columbiacourt.us](http://www.columbiacourt.us)) and click on the calendar toolbar (on left) to make sure the date of your event is available.

**If your date is available:** Complete the form below to reserve The Court Yard Pavilion. Send the form and \$50 deposit to the following address:

Columbia Court Homeowners' Association  
PO Box 2322  
Sinking Spring, PA 19608

If the date is approved, you will be contacted and your event will be posted on the website.

**Please print:**

Today's date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_

Cell Phone (if applicable): \_\_\_\_\_

Email address: \_\_\_\_\_

Best time of day to reach you: \_\_\_\_\_

Date you want to reserve pavilion: \_\_\_\_\_

Time of Event (Beginning to estimated end): \_\_\_\_\_

Estimated number of people expected to attend: \_\_\_\_\_

(Continued on page 2)

**Please read the following pavilion guidelines:**

- Reservations are only open to CCHOA homeowners and residents.
- There is no rental fee.
- A \$50 deposit is required to reserve the pavilion. Deposit will be returned providing the area meets inspection after use.
- All of the following guidelines must be followed:
  - ✓ As a courtesy for all homeowners, reservations may only be made for one event or date at a time.
  - ✓ The Court Yard will be available to all residents during a reserved event (i.e.: basketball court, play equipment, etc.)
  - ✓ Electric and water are available upon request.
  - ✓ Water is for clean-up use only.
  - ✓ Collection and disposal of trash from a reserved event is the responsibility of the person reserving the pavilion. All trash bags from a reserved event must be taken off of the premises after the event. Trash bags will not be provided.
  - ✓ As a courtesy to all homeowners and their property, the pathway into The Court Yard should be used at all times to enter and exit the area.
  - ✓ Playground equipment is designed for children ages 2- 12. Adult supervision is required.
  - ✓ Due to the close proximity of neighbors, a respectful noise level should be kept at all times.
  - ✓ Proper conduct is expected at all times. Obscene language is not permitted
  - ✓ The Court Yard is closed from dusk to dawn.
  - ✓ There is no smoking permitted at The Court Yard.
  - ✓ There is no alcohol permitted at The Court Yard.
  - ✓ There are no pets permitted at The Court Yard for safety and health reasons.

After reading the above pavilion guidelines, I understand and agree to adhere to the guidelines for use of the Court Yard Pavilion.

Home Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CCHOA Use Only:**

☐ Approved    ☐ Not Approved

Date Resident Notified: \_\_\_\_\_