



Scottish Hills Recreational Club Facilities Request Form & Reservation Policies

RESERVATION POLICIES FOR FACILITIES AT THE CLUB

SHRC Members may reserve specific areas of the club for get-togethers such as birthday parties and family functions. These areas include the screened room, grill deck, corner shelter and lawns. They are available on a first come, first serve basis.

Please note that no reservations can be made on Preview Weekend (May 19, 20), Opening Weekend/Memorial Day (May 26, 27, 28), Fourth of July or Labor Day weekend and later.

During regular business hours, these areas can only be reserved for a maximum of 4 hours. **This includes all set-up and clean-up time.** We cannot open early to allow for set-up for a scheduled event.

There is a \$10 reservation fee (**payable by cash or check only**) due at the time reservation is confirmed with management. This fee will automatically be applied to any guest fees. If the guest fees are less than the \$10 deposit, a refund will be returned after the event leader has requested a refund and the request has been processed by the treasurer. If your event is cancelled due to inclement weather, your reservation fee will be fully refunded. All other cancellations must be approved by the manager 24 hours scheduled event time for a full refund of the reservation fee.

The \$4 guest fee applies to all party/event guests (over the age of 2 years old) who are non-members and attending an event during regular business hours.

All guests will be required to sign in at the front desk. The event leader will be responsible for collecting all guest fees and paying the balance at the end of the party. No guest fees will be collected at the front desk from any event guest.

Grills can be rented for \$2, regardless of whether a room or shelter is rented.

You are responsible for your party/event guests and need to make sure they adhere to all SHRC Rules and Regulations.

