



## **PARK RESERVATION PROCEDURE**

**Last Revision: December 28, 2007**

### **HSA PARK RESERVATION PROCEDURE:**

#### **A. EARLY RESERVATIONS:**

- Reservations for company related functions are accepted no earlier than the first business day in December.
- Reservations for Association Member personal functions (see allowed list above) are accepted no earlier than the first business day in January.

#### **B. RESERVATION FEE:**

- A \$20 Reservation Fee is required for all Association Member personal functions for Friday, Saturday, and Sunday reservation dates.
- The \$20 fee must be paid to the Association Office within one week of making the reservation or the reservation will be forfeited.
- The fee is refunded only if reservation is cancelled with HSA Office at least 2 weeks prior to the reserved date.

#### **C. REVIEW OF PARK RULES AND REGULATIONS:**

- Prior to paying the \$20 reservation fee, the Association member will be required to read and sign an additional copy of the HSA Park Rules and Regulations.

#### **D. PAVILION AVAILABILITY:**

Pavilions are reserved on a first come / first serve basis.

- Wait listing is an option.
- Pavilion availability can be checked on the HSA website. **[www.hsassociation.org](http://www.hsassociation.org)**.

#### **E. RESERVATION LIMITS:**

- Prior to June 1, Pavilion Reservations are limited to two (2) Friday, Saturday, or Sunday dates (for and May through Oct date) per Association member
- Members may make additional park pavilion reservations for Friday, Saturday, or Sunday dates after June 1.

#### **F. RESERVATION PROCEDURE:**

- Pavilion reservations may be made by emailing the Association Office ([hsassociation.org](mailto:hsassociation.org)) or phoning (leave message) with the Association Office (815-226-6973).
- Provide the following information:
  - 1) Name (as it appears on your payroll records)
  - 2) Phone Number (Work and Home)
  - 3) Mail Stop or Home Mailing Address
  - 4) Association Membership Status (Active or Retired)
  - 5) Description of the Planned Event
  - 6) Desired Pavilion (North, West, or South)
  - 7) Total number of Guests Expected