

# **Pavilion and Park Exclusive Use Policy**

Adopted July 25<sup>th</sup>, 2007  
(updated June 10, 2026)

## **Availability to Members**

The Foxwood Pavilion Area (includes the Pavilion, BBQ seating area, and playground) can be reserved only on the following days:

Saturdays: A maximum of two (2) Saturdays per month.  
Weekdays: A maximum of two (2) weekdays per month

## **Availability to the Foxwood Association Committees or Groups**

The Foxwood Pavilion (excluding the park & playground) area may be reserved by any internal group or committee who is recognized by the Master Association Board. Such meetings should be kept to less than 3 hours generally and each group will be responsible for their own cleanup. Association groups or committees will only have access to reserve the Pavilion M-F not to exceed 2 total meetings of any Association group per month.

As such groups will be mainly composed of Members of the Association and are expected to take great care with the facilities, the below schedule of services, deposits, and fees shall not be required.

## **Availability to Non-Profit Groups**

The Foxwood Pavilion Area can be reserved by select local non-profit or charitable community organizations no more than four (4) times per year. Such events can only be booked Monday thru Thursday. Approved Non-Profit groups will be exempt from the use fee and deposit, but will be expected to comply fully with all other provisions of this policy. The Board of Directors and Agent reserve the right to refuse service to any organization for any reason.

## **General Terms & Requirements**

### **Times:**

The Pavilion & Park will only be available for reservation between the hours of 9am-9pm. Only one group per day will be allowed to reserve, and the total time of reservation including setup and teardown is not to exceed 6 hours.

### **Non-Refundable Use Fee:**

- Groups composed of 0 - 39 persons: \$200
- Groups composed of 40 - 75 persons: \$650 - \$700
- Groups composed of 76 - 125 persons: \$700 - \$1,100
- Groups composed of 125 - 300 persons: \$1,100 - \$1,500

## **Foxwood Community Patrol**

Foxwood Community Patrol staff will monitor the reserved areas for the duration of your event. Our staff is familiar with the community and concerns of the Association and will be able to best assist you in running your event. A minimum of 2 patrol staff members will be required for each group depending on the event and may require a third based on the information submitted with the application package.

Our staff will assist only in traffic direction, monitoring the park, and the ponds area at the base of the park. Staff are not to assist in other matters related to setup or teardown of the event. The number of patrol staff required for the event will be determined by the Patrol Supervisor and is included in the use fee.

### **Cleaning Deposit (Refundable):**

In addition to the payment of the non-refundable use fee, the payment of a cleaning deposit is also required. The Cleaning Deposit shall be paid to the Association at least 10 days prior to the scheduled event. In the sole discretion of the Master Association Board, the cleaning deposit may be refunded if the facility is returned to its original condition.

The cleaning deposit schedule is as follows:

- Groups composed of 40 - 75 persons: \$500
- Groups composed of 76 - 125 persons: \$750
- Groups composed of 125 - 300 persons: \$1,000

The member reserving the facility is responsible, at the conclusion of the event, to ensure the facility is "clean" and there has been no damage. The member must be present for a walk through inspection with the patrol staff. If the member is unavailable for the required walkthrough and inspection with the patrol staff, any determinations of the patrol staff will be deemed approved by the member. At a minimum cleaning includes the following tasks:

- Removal of all decorations.
- All tables must be cleared of all items and wiped clean.
- All chairs must be cleared of all items and wiped clean.
- All trash must be placed in the receptacles provided.
- All excess or non-consumed food must be removed from the facility. No food or beverages are to be left at the facility.
- All non-vacuum type debris must be removed from the floor and patio area.
- All tables or chairs must be stacked neatly in the area designated.

**Garbage Disposal Fee (Non-Refundable):**

This is a non-refundable use fee that excludes security services or community patrol after 4:00pm, because the event provides their own security. A certificate of liability insurance from the security company listing Foxwood Community Association and Entwood Property Management as additional insured must be provided no later than 10 days before the event. This fee covers the disposal of all garbage generated from the event debris that will be placed in the HOA dumpster.

Groups composed of 40 - 300 persons: \$200.00

**Insurance**

All groups will be required to acquire and provide the Association with a copy of their “special event” policy. Required limits are \$1,000,000 per occurrence and the following entities will need to be named as additional insured:

*Foxwood Community Association Inc.*  
*Entwood Property Management*

If an owner is not familiar with such policies, please contact your insurance agent, or one of the insurance agencies that specialize in HOA related policies. The Foxwood Community Association agent is:

Steve Buchanan Agency 530.812.0748 (Office)