

**VILLAGE OF WESTCLAY OWNERS ASSOCIATION  
DEERSTYNE PARK FIRE PIT RESERVATION INFORMATION**

**I PROCEDURES**

- **YOUR RESERVATION WILL BE CONFIRMED UPON RECEIPT OF A COMPLETED RESERVATION AGREEMENT AND DAMAGE DEPOSIT.**
- **RESERVING:** Only Village of WestClay residents may reserve the fire pit. Stop by the VWCOA office at Trustees Hall to pick up reservation forms or call 317-574-1164. Reservation forms can also be printed from the VWCOA website at [www.vwcoownersassn.com](http://www.vwcoownersassn.com). The fire pit may only be reserved for one day at a time.
- **DAMAGE DEPOSIT:** Each reservation requires a Damage Deposit of \$100.00 in the form of a check made payable to **VWCOA**. Return of the Damage Deposit is based on the condition of the space after the event and compliance with the Deerstyne Park Fire Pit Rules. Once the fire pit is assessed following the event and all is satisfactory, the Damage Deposit check may be picked up at Trustees Hall one week after the event.
- **KEYS:** **Keys may be picked up at Trustees Hall before the scheduled event and must be returned promptly after the event.** You will need the key for the locks on the fire pit cover. Please use the hose (located inside a plastic, underground, storage box) as a means to douse the fire after use. The box is buried in the ground approximately 20 ft. east of the fire pit. The lid of the box is light green and is level with the ground. It is recommended that the resident locate and test this box and hose in the daylight hours. Bring flashlights when using the fire pit after sunset. **NOTE: Water is not drinkable.**
- **PRE-EVENT INSPECTION:** Resident should inspect and report any damage to the area and fire pit prior to the resident's event by calling Trustees Hall at 317-574-1164. If after business hours, resident should document any damage found with photos including time & date stamp. Any unreported damage noted during the post-event inspection by the VWCOA staff will be considered damage that occurred during the most recent event.
- **FIRE PREVENTION:** Renter is responsible for the safe handling of the fire and providing means of extinguishing at any time should the fire get out of control. Users need to properly maintain and extinguish campfires when leaving the area. If possible, let the campfire burn down to ashes. Pour water on the fire to drown all embers, not just the red ones. Once this is done, stir everything in the pit with a shovel and test for heat with the back of your hand.

**II RULES**

- **Guests** should be limited to 15 people. Children are prohibited from the fire pit area while it is in use without the constant supervision of an adult, 21 years or older.
- **NO SMOKING** is allowed in the area of the fire or playground.
- Only aged wood or kindling should be used for the fire. All burning materials must be brought by the user, who may **not** collect branches or materials from the park areas.
- Papers of any type or trash are prohibited to start or maintain the fire.
- All fires must be fully extinguished with water at the end of the event. The fire pit must be re-covered and locked by the resident prior to leaving the park.

- **NOISE:** In consideration of residents who live near Deerstyne Park, PLEASE LIMIT PARTY NOISE TO REASONABLE LEVELS. Amplified music is not permitted. Also, remember that all parties must be concluded and all guests cleared from the park by 11:00 p.m.
- **CLEANING:** All resident-provided food and/or beverages and trash must be removed at the conclusion of the event.
- **DEPOSIT RETURN:** Return of Damage Deposit is based on condition of the area; including trash removal, re-securing of the metal top over the fire pit, compliance with Deerstyne Park Fire Pit Rules and return of key. Failure to meet all requirements will result in loss of the \$100.00 Damage Deposit.
- **CANCELLATION:** A two-day cancellation notice is requested as a courtesy to other residents.

**The OA reserves the right to cancel a reservation up to the time of the event for any reason.**

### **III REMEDIES**

Paragraph 21 (e) (iii) of the Declaration of Covenants and Restrictions for the Village of WestClay provides that the OA may suspend the right of any homeowner to use the Village Community Buildings (any and all Amenity Centers / Parks) in the event of a violation of the rules adopted by the association regulating the use of such facilities. In applying such sanctions, a parent may be deemed personally responsible for the impermissible conduct of a child.

I further agree to be responsible for **all** damages to the Deerstyne Park Fire Pit area by me or my guest(s) during my event, and **I will** be present at this event at all times.

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**Resident's Signature**

**Date**

**RESERVATION AGREEMENT**  
**The Village of WestClay**  
**Deerstyne Park Fire Pit**

I \_\_\_\_\_ (resident's full name) hereby request the use of the Village of WestClay Deerstyne Park Fire Pit, have read the procedures and policies on the attached sheets and hereby agree to abide by all of its policies.

*(Please Print)*

**Resident's Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone ( )** \_\_\_\_\_

**Cell Phone YES ( ) NO ( )** \_\_\_\_\_

**Email** \_\_\_\_\_

**Date of Event** \_\_\_\_\_

**Hours** \_\_\_\_\_

**to** \_\_\_\_\_

**Number of Persons** (Must not exceed 15 people) \_\_\_\_\_

**Use** \_\_\_\_\_

IN WITNESS WHEREOF, the parties hereto have hereby executed this Agreement as of the date first written below.

\_\_\_\_\_  
**Resident's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Village of WestClay Owners Association Inc. Signature**

\_\_\_\_\_  
**Date**

**Please make checks payable to Village of WestClay Owners Association (VWCOA)**

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**FOR OFFICE USE ONLY**

\$ 100.00 Damage Deposit paid \_\_\_\_\_

Check # \_\_\_\_\_

Gave to Accounting \_\_\_\_\_

Initials \_\_\_\_\_

Date Deposit returned \_\_\_\_\_

Picked up by \_\_\_\_\_

OR void & shred \_\_\_\_\_

Initials \_\_\_\_\_

Date of notification of deposit check not being returned \_\_\_\_\_

Initials \_\_\_\_\_

Notes \_\_\_\_\_

**Return form to:**

**The Village of WestClay OA, Trustees Hall**  
**12884 Broad Street, Carmel, IN 46032**