

# Castle Cove Owners Association

P.O. Box 50853  
Indianapolis, IN 46250

## Reservation Procedure for Neighborhood Common Area Shelter House

Arrangements MUST be made in advance to "reserve" the shelter by emailing  
**Tim Westerhof** — [castlecovehoa@outlook.com](mailto:castlecovehoa@outlook.com)  
Or any Board member as posted on the website

1. To reserve the shelter, you must be a resident of Castle Cove with association fees paid in full.
2. **"Carry In and Carry Out Policy"** — Resident is responsible for all clean up and proper disposal of garbage/trash and debris. Bring your own trash/garbage bags and take them home with you for proper disposal
3. The fireplace may be used if the resident provides wood or charcoal.  
Any fire **must be** extinguished properly before vacating the area.
4. Grilling is allowed if the resident provides a grill.
5. Eating and drinking are allowed in the shelter house area and within the pool area on the wooden deck **ONLY**. Pool hours are normally 10 am–8:30 pm.
6. **NO** alcohol or smoking is permitted in the pool area.
7. A \$50.00 deposit is required; payable to: Castle Cove Owners Association.
8. The deposit will be refunded 100%, only if the area is cleaned properly at the end of use.
9. If area is not left clean, the deposit will be retained as payment for services rendered.

I \_\_\_\_\_ agree to the above rules for reservation of the  
Shelter at the Castle Cove Common Area.

### **Please Print:**

Name of Resident \_\_\_\_\_

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

Reason for Reservation \_\_\_\_\_

Date of function \_\_\_\_\_ Hours to be in use \_\_\_\_\_

Signature of Resident \_\_\_\_\_ Date \_\_\_\_\_

Signature of Castle Cove Owner's Association associate \_\_\_\_\_ Date \_\_\_\_\_