



The Poconos 5-Star, Four Seasons, Recreational Community

Facility Reservation Policy

Level One- Official Saw Creek business as directed by the BOD or Community Manager. This includes board meetings, committee meetings, and any other activity deemed necessary for the efficient and continued management of community affairs. There is no charge for the use of the room and all official business will take precedence over other uses. It is the responsibility of the Director or Chairperson to contact the Recreation Department at least 1 week prior to the event to ensure availability.

Level Two- “Sanctioned Groups” or clubs that meet on a regular basis whose charter is social, sports-related or charitable and benefits the community as a whole. Certain limited commercial presentations or solicitations may be permitted only when sponsored by SCE, with the approval of the BOD or Community Manager. There is no charge for the use of the room. Groups are responsible for setting up the room and for leaving the facility as they found it. The room may be set up by a staff member for a non-refundable nominal fee.

Level Three- Saw Creek members can rent the rooms for private affairs of a family, social, athletic, or other, non-commercial activity. **The fee for the room is \$100.00 (plus tax). All fees must be paid 1 week prior to the event.** The Derrenbacher Community Center (DCC) is available only with SCE Management approval for special member occasions (formal events, weddings, etc.). **The fee for the DCC is \$300.00 (plus tax).** Room Rental fees may be waived at the discretion of SCE Management.

In addition to the above, the following shall apply:

1. The individual reserving the room must be a member in good standing. Please refer to the current collection policy for details. Renters will be required to obtain written permission from the member to rent the venue on their behalf.
2. You must register 14-days prior to the rental date. You must contact the Recreation Department one week prior to your event to confirm your rental. A 72-hour notice is required for room rental cancellations, or the rental fee will be forfeited. Cancellation refunds will only be paid by check.
3. There is a five-hour time limit for your function. Regular facility room rental hours are: Monday - Saturday 11 AM – 8 PM, Sunday 11 AM – 5 PM, except for the Community Center Pavilion. The Community Center Pavilion rental hours are: 11 AM– 7 PM. Additional fees will apply if your function requires more than the allotted 5-hour time limit or special accommodations are made for your function.
4. Party guests shall have access to the function and restroom facilities only. Reserving a room does not automatically entitle guest’s access to the pools, fitness center, racquetball, tennis courts and other amenities.
 - a. If member wishes to provide guests with access to amenities, it must be approved and paid for in advance.
 - b. Wristbands for guests for the use of the pool must be purchased in advance at Member Services at the current price. No wristbands will be refunded once purchased.
 - c. Wristband must be picked up 3 days before event at Member Services, no exceptions.
 - d. Wristbands will only be valid on the date and times for which they are purchased.



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5. Pool parties will be charged automatically to have an additional attendant on duty at \$15.00/hour.
6. Affordable catering options are available through the Top of World Restaurant. If interested, please call (570) 588-6600 or email thetop@sawcreek.org.
7. You may access the facility or room one-hour prior to the function to set up or decorate.
 - a. Set up of tables and chairs are your responsibility.
8. You are responsible for facility cleanup of your function (during the allotted 5-hour time limit).
 - a. Tables and chairs must be wiped down, folded, and returned to their original location.
 - b. Pushpins, tacks, glue, and other adhesives are prohibited.
 - c. No food or garbage may be left behind. It is your responsibility to dispose of all garbage at the Decker Road or Lancaster dumpster area. Do not leave trash in the room or outside of the building.
9. All rooms will be checked for cleanliness and damages. You will be charged for any expense incurred for cleaning or damages. If significant damages occur during your rental, you may forfeit your opportunity to a future facility rental.
10. A limited number of tables and chairs are included in the rental fee for the room. Tables and chairs are also available for rent for private affairs for members at additional costs (listed below).
11. Please contact Member Services if an “**Open Pass**” is required for your guests for your function otherwise, you will be required to register each guest with Public Safety.

When vacating the premises, please leave the room the way you found it!

The following venues are available for rent:

1. **Mountain Room**- comfortably accommodates 60 people, located at the Top of the World Recreation Complex at 142 Cambridge Court, next to the indoor pool. Perfect for pool parties of all ages.
 - a. No outside alcoholic beverages permitted in the Top of the World Recreation Complex.
2. **Creek Room**- comfortably accommodates 80 people, located at the Top of the World Recreation Complex at 142 Cambridge Court, downstairs near the snack bar. Optional in-room bar rental through the Top of the World Restaurant is available, if interested please contact the restaurant at (570) 588-6600.
 - a. No outside alcoholic beverages permitted in the Top of the World Recreation Complex.
3. **Mill Pond Multi-Purpose Room**-comfortably accommodates 40 people, located at the Mill Pond Sports Complex at 1067 Lancaster Drive, next to the indoor pool.
4. **The Derrenbacher Community Center (DCC)**- Pre-authorization from SCE Management required for use.
5. **Community Center Pavilion**- covered outdoor venue, located on Decker Road near the Derrenbacher Community Center (DCC), near the basketball and tennis courts.
 - a. A “Reserved” sign will be posted on the morning of the event at the pavilion.
 - b. Saw Creek events will take precedence over any facility rental.
 - c. Additional charges may apply if bathroom facilities are requested after hours of pool.



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Facility Reservation Request Form

Please Select: Creek Room Mountain Room MP Multi-purpose Room TOP Rest
 The DCC Community Center Pavilion Table Rental Chair Rental

Date of Rental: _____ **Time of Rental:** _____ (5-hour limit)

Reason for Rental: _____

Total # of Guests for function: _____ (includes all guests and hosts)

Total # of Wristbands Requested: _____ \$10.00 each

*** Additional party guests may result in an additional fee for the additional attendant at the pool**

- Anyone over the age of 6 years old in the pool area must have a badge/wristband
- **Wristbands should be purchased 3 days before the function at the MSO.**
- No wristbands will be refunded once purchased.
- Wristbands will only be valid on the date and times they are purchased.

By signing this form, you agree that you have read and understand SCE's Rules & Regulations and the Facility Room Request Policy, that you will follow such procedures as described, and that you will be solely responsible for all charges which may result from a failure by you or any guest, to comply with applicable SCE Rules and Regulations.

Member Name: _____ **Lot #** _____ **Section #** _____

Renter Name: _____ **Phone #** _____

Signature of Responsible Party _____

Association Use Only:

MSO: Member in good standing? Yes No **MSO Initials:** _____

Registered Renter? Yes No **MSO Initials:** _____

Written Permission from Member (if not Member): Yes No **MSO Initials:** _____

Amount to be paid for room rental: (\$100.00 + Tax) \$ _____

Amount to be paid for the DCC Rental: (\$300.00 + Tax) \$ _____

Amount to be paid for wristbands: (\$10.00) \$ _____

Amount to be paid for Attendant: (\$15.00/hour) \$ _____

Amount to be paid for table(s) rental: (\$10.00 + Tax) \$ _____

Amount to be paid for chair(s) rental: (\$1.00 + Tax) \$ _____

Total cost for rental: _____

REC: Approved by (Initials): _____

Date: _____

MSO: Receipt Number: _____

Date: _____