

Longleaf Community Association

Reservation and Usage Guidelines for Longleaf Post Office, Pool Grill Area, and Greenspace

Reservations: (Calendar is in the library on round table)

1. Reservations are on a first come first serve basis.
2. Reservations may be made up to 1 year in advance.
3. There are no blackout dates.
4. Reservations for pool grill area do not include the pool and pool deck area.
5. Fill in the date box on calendar with group, contact person's name, and phone number.

Usage Guidelines for Post Office:

1. The main guideline is to leave the Post Office in the same condition than you found it.
2. If food has been served, please make sure all trash is removed. Someone in the group must be responsible for disposing of it in their residential receptacle.
3. If you have adjusted the thermostat, please return it to the original setting.
4. If furniture has been moved, please return it to original layout.
5. Make sure all lights are off and both outside doors are locked and secure.

Usage Guidelines for Pool Grill Area

1. If you will be using the grill, please check in advance to be sure there is an adequate supply of propane. Someone on the IPS Committee will check the level once a month which should help this situation. If you find there is not enough propane, please contact Terry Upton at 352.502.2052 for assistance. **NOTE: Please make sure the grill dials are turned off, the grill top is closed and the grill cover is placed over the grill after it cools off. LEAVE THE PROPANE TANK VALVE OPEN (DO NOT CLOSE IT).**
2. Please make sure the grill is properly cleaned after it is used. There is no paid service to clean the grill. It is the responsibility of the homeowner reserving it to make sure it is clean. Contact Terry Upton at 352.502.2052 if you find the grill is not clean.
3. Remove all trash and place in the receptacle near the grill. There should be a supply of kitchen garbage bags under the grill but it is always a good idea to bring your own.
4. Please make sure all gates are properly closed.

Usage Guidelines for Greenspace

1. The main guideline is to leave the Greenspace in the same condition you found it.
2. If food has been served, please make sure all trash is removed. Someone in the group must be responsible for disposing of it in their residential receptacle.