

**WEST HIGHLANDS**  
**HEMAN E. PERRY PARK RESERVATION FORM & RULES ACKNOWLEDGEMENT**  
(PLEASE SUBMIT 30 DAYS IN ADVANCE OF EVENT to [WHParkReservations@ColumbiaRes.com](mailto:WHParkReservations@ColumbiaRes.com))

<b>Name of West Highlands (WH) resident</b>	
<b>Address of WH resident</b>	
<b>Contact phone number of WH resident</b>	<b>(Please note, the resident(s) listed here must be present during the entire event)</b>
<b>Contact emails</b>	
<b>Date, Time and Duration of event (including time for setup and clean-up)</b>	
<b>Purpose of the request</b>	<b>(Example: meeting, party, neighborhood gathering, book club, etc.)</b>
<b>Number of guests attending</b>	
<b>Plan to discard of all trash &amp; debris from event</b>	
<b>Which area are you requesting to reserve</b>	<b>(Example: Stanfield Avenue Pavilion, Odessa Drive West Pavilion (across from Columbia Crest Apartment), Odessa South Pavilion (located near the paved brick street), Amphitheater, other open spaces, etc.)</b>
<b>Equipment that will be used</b>	<b>(Example: audio/video, generators, inflatable devices, commercial machinery/vehicles, etc.)</b>

If any of the above information is incomplete or missing, it may cause a delay in completing your reservation request. You should expect to receive confirmation of your event from Columbia Residential within 10 business days of your submission. Approval or denial of your request will be sent via email.

**Please review the West Highlands Parks and Common Areas Rules & Regulations.** These rules will be enforced for both you and your guests during your event. **It is also strongly suggested that you review the West Highlands Parking Policies** if you or your guests are intending to park near the Park or Common Areas during your event. The West Highland resident is ultimately responsible for ensuring that all guests abide by these rules and public laws. All persons are to act responsibly. Any individuals who display disruptive, dangerous or inappropriate behavior will be asked to leave.

No private events may be held after 6:00 p.m. or on holidays or holidays weekends (e.g., Friday-Monday of Memorial Day weekend). No commercial events are allowed. The resident who made the reservation must be present at all times for the duration of the reservation. All trash should be placed inside the available trash receptacles or removed by the resident if receptacles are filled.

Any exceptions granted to the rules and regulations can only be made with written consent from Columbia Residential. There will be no exceptions for illegal activities.

I understand, accept, and agree to the park and common area rules as required to reserve common area space in the West Highlands Community.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Email reservation request to: [WHParkReservations@ColumbiaRes.com](mailto:WHParkReservations@ColumbiaRes.com)