

Procedures For Booking Meetings at Riverview Civic Center

It is desirable to hold ACHOA Annual Meetings at the Riverview Civic Center, 11020 Park Drive, Riverview, since it is convenient for HOA residents and it is free for Florida HOAs. It is also a good site for any meeting where a large attendance is anticipated. Hillsborough Parks & Recreation should be contacted at 813 672-1120 in advance of the meeting date. A four month contact time is recommended for Annual Meetings to increase the probability of finding a desired meeting date. The contact with Parks and Recreation must be an HOA Board Member – not SouthShore Property Management personnel.

Based past schedules, Annual Meetings are held during the first two weeks of November with Tuesdays, Wednesdays, and Thursdays being the desired meeting days. The Annual Meeting would be scheduled from 7pm to 9pm.

Procedures

- Contact Parks & Recreation (813 672-1120) for Date Availability'
 - If necessary, request forms
- Submit Required Documentation Via Email or Fax
 - Completed Request for Use form
 - Signed Hold Harmless form
 - Signed Rules & Regulations form

The approved Request for Use form will be returned to the submitter.