

LOS LAGOS II HOA #1 REC AREA REQUEST FORM

Date and time of Event: _____
Will you need access to the area prior to the event? Y / N If yes, give desired time _____
Name(s): _____ Owner?(s): _____ Tenant//Renter?(s) _____
Building/Unit Number _____ Address: _____ Email Address _____
Contact Information: Phone: (mobile) _____ (landline/other) _____ (Work) _____
Please provide a brief description for your request to use the common area and an approximate number of guests.

TYPE OF EVENT

Please circle: This event is: PERSONAL use; a FUNDRAISER* for: Los Lagos Vistas? _____ / Other _____
* If any of the participants in your fundraiser will be charged admission or encouraged to pledge or donate funds, please advise so we can provide you with the additional form permitting this event. Proceeds of the event will be made out to Los Lagos II HOA #1.

AREAS TO BE RESERVED

Check which of the following that you will be using. (Advance notice allows us the opportunity to prepare the area and provide necessary items such as trash bags, paper towels and toilet paper).

BBQs _____ **Pool**** _____ Tennis/Pickle Ball Courts _____ Horseshoe Pits _____ Picnic Tables _____

**** The pool is to remain open and available to residents of this complex. It is NOT available for private use.**

Please leave the facility clean and as you found it. Take pictures before and after to avoid being charged for issues that you could be made accountable for. All pool area and Rec area rules must be followed, with no exceptions.

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HOLD HARMLESS AND RELEASE FORM

Date and time of your Event: _____ Requested by _____

The undersigned hereby agrees to hold harmless Los Lagos II, HOA #1 for any or all damages to persons and property resulting from injury and/or medical emergency on common area property associated with the requested event.

Further: the above mentioned Association shall be held harmless from any cause or action, claim or petition filed in any court or administrative tribunal arising out of said event including all costs, attorney fees, judgments, or awards.

_____ I understand that I am responsible for cleaning and restoring the area to its original condition after completion of the event.

The undersigned hereby also agrees to abide by all rules or laws and shall cooperate with all safety rules.

SIGNED: _____ **SIGNATURE** _____ **DATE** _____
PLEASE PRINT

APPROVAL:

Board Member _____ Approval Date _____ Received fees & deposit: Y / N Copy given to Resident: Y / N
Board Member _____ Approval Date _____ Received fees & deposit: Y / N Copy given to Resident: Y / N

FEES AND DEPOSITS:

A *non-refundable* fee of \$25.00 will be charged for the use of the Rec area. A fee/deposit of \$50.00 will be charged and refunded if the area used is left in good condition: all requirements are met and the area is left in the same condition prior to use. The area will be inspected.. If the area is not cleaned as directed below, the \$50.00 fee will not be refunded.

AGREEMENT:

I agree to pay the necessary fees and agree to pay for any and all damage that may have been caused by any of the guests. (All monies must be received prior to the event).

I agree that the following will be done post event:

- Empty all garbage used in picnic and/or court and areas, and both bathrooms (if full) and hauled to dumpsters.
- Aluminum cans taken to Shop area (if full);
- All personal items, toys, towels etc. removed;
- Bathrooms have been left as found,
- Cement pad swept clean of food crumbs, tables wiped clean (if used) and placed back as you found them.
- Courts left in the same condition as you found them. No balls on court.
- No personal items left in the area, including food items.
- Grills cleaned if used.
- Gates left locked.

THE FOLLOWING FEES/DEPOSITS HAVE BEEN PAID:

Fee for use of the Rec area: \$25.00 _____date

Cleaning/Damage deposit: \$ 50.00 _____date

SIGNED: : _____SIGNATURE: _____ Date submitted: _____
(please print)

POST EVENT INSPECTION:

Post-event inspection: OK / Not OK Comments: _____

_____ date _____

BOD Member : _____ Deposit Refunded: Y / N date _____

WHEN TO SUBMIT A REC AREA REQUEST FORM

Want to plan an event or a private party at the Rec Area? Yes, we have a form for that!

Here are examples and criteria for submitting a Rec Area Request Form. In each case, you are asking for the privilege of reserving the area for your private use. The pool area cannot be privately reserved and will remain open to residents and their guests regardless of your event. Per LLV policies, each unit may invite two non-resident guests at any time.

WHEN A FEE IS CHARGED

- Any event that includes more than two non-resident guests that are NOT family or friends staying in the complex.

A fee of \$25.00 will be charged and a \$50.00 cleanup deposit at the time the request is approved. A check for \$25.00 is to be mailed or put in the drop box to our bookkeeper Marcy. Your deposit will be held and refunded when your cleanup inspection is approved.

WHAT EVENTS ARE NOT CHARGED

- A fee will NOT be charged if ALL your guests are residents; or family/ friend house guests staying with you *in the complex*.
- A fee will NOT be charged for Social Committee events, BOD meetings, or Board committee meetings.
- A fee will not be charged for resident gatherings.

OTHER CRITERIA

- As a safety precaution, pool parties that include more than two non-resident guests under the age of eighteen, are required to have one adult per every two children. Ideally, children invited to pool parties should be accompanied by a parent or guardian.
- Day Care child or adult providers are NOT allowed to bring business clients as guests. (Unless it is within the two guest per unit limit).
- All Rules of the Rec Area and Pool use are in full effect during any event. The Rules are posted on the Website.
- As a courtesy, please submit your request a week or two in advance, to allow for processing and alerting Maintenance and those preparing the area for you.
- Please limit your time reserved to 3 -4 hours. Parties on weekends, holidays, or popular picnic hours *may* be restricted due to heavier use.
- The requests must be sent to the Board by email, or to a Board member. All fees must be paid in advance.
- Events will be booked on a first come first served basis, with Social Committee events having priority.