

**The Lakes Community Association
Rules, Procedures and Form for Reservation of the
PARK AREA**

Adopted: July 20, 2010

Revised: July 7, 2016

THE PARK AREA IS NOT AN ADJUNCT TO THE POOL. GUEST LIMITS FOR ALL OTHER COMMON AREA FACILITIES SUCH AS THE POOL AND GAME ROOM ARE STILL APPLICABLE EXCEPT AS OTHERWISE APPROVED BY THE BOARD FOR A SANCTIONED ASSOCIATION EVENT.

Hours: The Park Area may be reserved for up to one day (maximum number of operational hours during one day including set up and clean up. Events may begin no earlier than 9:00 a.m. and must end no later than dusk. Only one reservation per day will be accepted.

Access: Access by other residents to the facilities may not be blocked. Gates are not to be propped open. You are reserving the park area only.

Capacity: The total number of guests may not exceed one-hundred (100).

Fee and Deposit: There is a \$50.00 non-refundable use fee for residents and a \$200.00 refundable damage and reservation deposit that will be refunded after verification of no damage and proper clean up of the facility.

RULES

Any resident has the opportunity to use the Park Area within the following guidelines and restrictions.

1. The reservation of this facility is limited to residents of the Community for personal use only. Reservation of the Park Area by anyone other than residents is prohibited. The facilities cannot be used for personal gain or commercial activity.
2. Users are responsible for any damage to the area (including damage caused by their guests or vendors or any other persons related to the party) and for all repairs or replacement costs.
3. Alcohol is not permitted in the Park Area.
4. Loud entertainment of any kind including but not limited to musicians, DJ's equipment, stereos and speakers is not allowed.
5. Smoking is prohibited in the facility and all other common areas except as approved by the Board at a sanctioned Association event.
6. The use of illegal substances of any kind is prohibited at all times.
7. Users must arrange for all pick-ups and deliveries to be made on the day of the event.

8. The individual reserving the facility is responsible for removal of all trash. COMMUNITY TRASH CANS ARE NOT TO BE LEFT FULL. FULL TRASH RECEPTACLES WILL RESULT IN FORFITURE OF YOUR DEPOSIT.
9. Any damage to the facility including the lawn or extra cleaning that is needs to be done by The Lakes Community Association after the event will be deducted from the deposit. If this amount is greater than the deposit, the reserving individual will be billed accordingly.
10. The Lakes Community Association is not responsible for personal items that may be lost or stolen.
11. Barbeques or open flames such as candles, tiki torches, etc. and lights are not permitted at any time.
12. Certain dates, including all normally recognized holidays and those scheduled for Community Events are blacked out.
13. A schedule of availability can be obtained from the on-site manager.
14. The Lakes Community Association and their designees reserve the right to close the Park Area as necessary and without notice due to inclement weather, maintenance, unsafe conditions and community events. Whenever possible notice will be made prior to the closing.
15. Use of the Park Area and other common area facilities is a privilege and may be revoked by the Board of Directors if determined in their sole discretion that any member, resident or guest thereof fails to adhere to the rules, does not pay their monthly dues in accordance with the Associations collection policy or unreasonably infringes upon other resident's rights or enjoyment of the facilities.

RESERVATION PROCEDURES

1. Contact the on-site manager at the Bay Club to see if the desired date is available or go on-line at www.thelakesassociation.com and check the calendar.
2. If the desired date is available, it can only be reserved by filing out and completing The Park Area Reservation Form and submitting it to the on-site manager at the Bay Club. There is no verbal "holding" of a date.
3. Reservations have to be made a minimum of five (5) days prior to but no more than six (6) months in advance of the date the Park Area is to be used.
4. The Park Area cannot be reserved in the same two-week period by the same individual.
5. Only checks are accepted and must be made payable to The Lakes Community Association at the time of the reservation. Two (2) separate checks are required to be submitted with the reservation form as outlined below.
 - a. A check for \$50.00 for the use of the Park Area (to be cashed).
 - b. A check for \$200.00 for the damage deposit, which will be returned or destroyed (if, upon inspection of the premises, there is no damage to said premises).

6. No reservation can be made or confirmed until a completed Park Area Reservation Form and the two (2) checks are received.
7. The damage and reservation deposit and use fee will be returned if the event is canceled with at least 48 hours notice. **If your event is canceled with less than 48 hours notice, your \$50.00 use fee will not be returned.**
8. **Insurance Requirement:** Residents renting the Event Center or Community Park for a private event must obtain an insurance rider from their liability policy or from another insurance company who will provide individual coverage for their event. Residents renting the facilities must provide proof of insurance in the form of a certificate of insurance with a minimum of \$1,000,000.00 general liability listing the Lakes Community Association and management as additionally insured.. Any person found to be serving alcohol without the proper insurance will be subject to forfeiture of their deposit, fines and expulsion from the facility.
9. **Inflatable Jumpers Insurance Requirement:** Inflatable jumpers are permitted provided the Association is named an additional insured on the insurance for the jumper company by the person scheduling the party, who must be a Resident. This must be provided prior to the event.

NOTE: You will not be allowed to use the Park Area until the insurance certificate showing the Association as additional insured is received.
10. Prior to your event (when you make your reservation) you must do a walk-through of the facility with an association representative.
11. No Parking along Laguna Vista is allowed. All guests and visitors to the park must park in the Bay Club parking lot.

CLEANUP REQUIREMENTS

All of the following conditions must be met in conjunction with use of the Park Area.

1. The reserving individual must check facility beforehand to make sure it is in order and report any damage prior to the event to the on-site manager.
2. The Park Area lawn, concrete, trellis benches etc. must be cleaned of debris, tape, stakes trash etc.
3. Users are responsible for providing their own trash bags and extra cans if needed.
4. All decorations need to be completely removed.
5. Failure to complete any of the above-mentioned procedures will result in a deduction from the damage deposit.

The Lakes Community Association

PARK EVENT RESERVATION FORM

Charges and Deposits

Park Rental Fee (non-refundable): \$50.00

Refundable Damage/Cleaning Deposit \$200.00

48 hours notice is required for all cancellations in order to have your Rental Fee returned. Please enclose two (2) separate checks with your application made payable to The Lakes Community Association

NAME: _____

ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____

E-MAIL (optional): _____

TYPE OF EVENT: _____

DATE REQUESTED: _____ NO. OF GUESTS: _____

TIME: START: _____ FINISH: _____

WILL YOU HAVE A BOUNCE HOUSE/JUMPER? YES NO

IF YES, YOU MUST SUPPLY PROOF OF INSURANCE FOR THE EVENT AND NAME THE ASSOCIATION AS AN ADDITIONAL INSURED. This must be received in the on-site office by the on-site manager prior to the event.

INSURANCE REQUIREMENT: I, as the resident hosting a private event, will provide proof of one (1) day event insurance, with a minimum of \$1,000,000.00 coverage, in the form of an insurance certificate listing "the Lakes Community Association" and "Keystone Pacific Property Management" as additionally insured. This insurance can be obtain by residents from either their individual homeowner's insurance policy or another insurance vendor. This insurance is required at least 72 hours prior to your schedule event.

ENTERTAINMENT: YES NO

BECAUSE THE AREA IS OUTDOORS AND THERE ARE HOMES NEARBY, NO AMPLIFIED, ELECTRONIC OR LOUD MUSIC OR ENTERTAINMENT IS ALLOWED. IF YES, PLEASE SPECIFY TYPE(S) OF ENTERTAINMENT AND EQUIPMENT TO BE USED:

ACKNOWLEDGEMENT: I have received a copy of the Park Reservation Procedures and Guidelines. I understand that in the event that I do not follow any of the regulations, or provide inaccurate information on my application, the Community Association reserves the right to cancel my event at any time, including during the function. I have read and fully understand the Park Area Rules for The Lakes Community Association and agree to abide by all of the rules. I understand I am responsible for all attendees at the event and the Association assumes no liability for the attendees or any actions or events resulting from the event (i.e. drowning, trip and fall, any type of injury). By signing below, I swear that the information provided on this form is true and correct to the best of my knowledge.

Print Name: _____ Date: _____

Signature: _____

Association Office Use Only

Check # for Rental Fee: _____

Check # for Deposit: _____