



ACTIVITY RESERVATION REQUEST - Private or Public (Circle One)

Complete this form and turn into the Association Management Office to request space for a private function. If requesting the Social Hall, attach a check payable to LMPOA in the amount of \$500 which will serve as your deposit should your request be approved. The fee for the Social Hall rental is \$100 Craft room rental is \$25 with a \$500 deposit.

Today's Date

Resident Name (Please print)

Telephone

Street Address

Email Address

Facility requested

Date of Event

of expected attendees

Set up Time

Start Time

Ending Time

Breakdown Time

Event type : **(Circle One)**

Event

Fundraiser

Reservation Checklist

- Crowd Manager Certificate on file
- T&T assistance : Contact T & T Committee at technology@lcmd.net
- Thermostat programming
- Gate programming
- Keys assigned
- Reservation is limited to specific room reserved, hallways, and main restrooms
- Kitchen/Pantry Usage : Contact Kathy Berman at kathyberman1@gmail.com

Comments

Signature

By signing this I state that I have read and received the Policy for Club house Private Functions and Kitchen Guidelines

(Office Use Only) Association Action

Space Available

Yes or No

Date resident notified

Date Deposit Received

Check #

Amount

Date Inspected After Event

Deposit Returned

Amount withheld