



### Amenity Reservation Request – Party Use\*

This form must be completed and submitted to the Community Association Management office with deposit, use fee, and waivers for all non-residents at least one week prior to the activity date for any reserved use of the Bocce, Croquet, Pickleball, Fire Pit, Pavilion or Tennis courts. All non-residents must complete, sign and agree to the terms outlined on the Non-resident Use Waiver and abide by the LOMD Rules and Regulations.

Date Submitted: \_\_\_\_\_

Resident Host Name (Please Print): \_\_\_\_\_

Phone – Home: \_\_\_\_\_

Phone – Cell: \_\_\_\_\_

Street Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Facility (Check ALL requested): *Note, court reservations may not exceed half of the total court availability.*

\_\_\_\_ Bocce \_\_\_\_ Croquet \_\_\_\_ Pickleball\*\* \_\_\_\_ Tennis \_\_\_\_ Fire Pit \_\_\_\_ East Pavilion

Date of Event: \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_ Breakdown Time: \_\_\_\_\_

Total # of Expected Attendees: \_\_\_\_\_ # of Expected Non-residents: \_\_\_\_\_

**NOTE:** Non-residents must be escorted by a resident to use the clubhouse restroom facilities **ONLY** and are prohibited from using the Fitness Center, locker rooms, kitchen, pool/spa and all other activity rooms unless there is prior approval.

\*A party is considered to be a group of 8 or larger including the resident host who must be in attendance.

\*\*If reserving 4 Pickleball courts, they must be in one of the following options: #1-4, #3-6, or #5-8.

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**(Association Office Use Only)**

Space Available (circle): YES NO Date Resident Notified: \_\_\_\_\_ By Whom: \_\_\_\_\_

Activity Fee: \$ \_\_\_\_\_ Deposit: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_ Check #: \_\_\_\_\_

Waivers for all non-residents (circle): YES NO Date Inspected Post-Event: \_\_\_\_\_ By Whom: \_\_\_\_\_

Comments: \_\_\_\_\_

## 14 Clubhouse Island Courts, Firepit, Pavilions, and Grounds Private Event Policy

This section establishes a policy for the reservation and use of amenities (e.g. courts, firepit, pavilion, lawn area) when a resident is sponsoring a private function or gathering. The LoMD POA amenities are generally for use only by the Residents and their houseguests, and not for the general public. Limited use for private functions will be allowed in common amenity areas at the discretion of the Community Association Manager (CAM) or Board of Directors. Only the area reserved may be used for such private functions. Use of the Clubhouse is not included.

14.1 Who Can Reserve - Only Lakes of Mount Dora residents in good standing are permitted to reserve clubhouse island amenities for a private function.

14.1.1 Amenity facilities are for the use by private resident gatherings and not for the use of outside-based organizations except by approval from the Board of Directors as covered under this section. An outside-based organization may be defined as a group of people who gather for a common purpose, and whose members predominantly live outside of the Lakes of Mount Dora community. As examples of outside organizations, these may include theater, athletic or sports teams, religious, lodge, business, political groups.

14.1.2 Gatherings for profit or solicitation are not allowed. This is defined as a function from which the resident or others expect to receive monetary benefit. The payment of instructors, speakers, musicians or caterers is not considered a violation of this policy.

14.2 What Can Be Reserved - Where more than one court or amenity area exists (e.g. bocce courts, pickleball courts, pavilion, lawn area), no more than 50% of the area may be reserved at a given time for private use. The other similar areas remain available for LoMD resident use. While Lakes of Mount Dora community activities and events take precedence over any other function, properly scheduled private functions will not be dislodged by a later scheduled LOMD community function.

14.2.1 Only the rented area may be privatized for the function period. Persons attending the private function may use only the parking area and the reserved amenity area. Use of the Clubhouse is not included. Function guests needing access to Clubhouse rest rooms must be escorted by a resident.

14.2.2 Rental of an area for a private function does not include use of any POA owned playing equipment, other than court nets and area scoring equipment.

14.2.3 No food, alcoholic beverages, glass containers, or animals are allowed in the reserved function areas.

14.2.4 Smoking is allowed only in the designated smoking areas.

14.3 What Is The Cost - A nonrefundable fee and a refundable deposit will be charged for the use of the specific area reserved. Proof of liability insurance, or signed waivers for each guest, to protect the POA from risks associated with non-residents using the facilities are required.

- 14.3.1 The amount of each fee is set by the Board of Directors and available upon request.
- 14.3.2 The deposit and nonrefundable use fee are due at the time of application. The signed waivers for each guest must be provided to the CAM at least 15 days in advance of the event, or the reservation will be cancelled.
- 14.3.3 The CAM or designated party may do a walkthrough with the applicant before and after the event to insure that the area is returned to the same condition as prior to the event. The resident making application is responsible for preparation and cleanup and agrees to accept responsibility for all damage or excess cleanup that may be required following the function. Cost for repairs, replacement or cleanup will be deducted from the deposit. Cleanup expenses in excess of the deposit will be billed to the resident. Cleanup and removal of any items brought into the area by the applicant must be completed by noon of the day following the function or before the start of another function, whichever comes first. Trash must be removed and any benches, chairs, or tables returned to their pre-function locations. The deposit will be returned, less any cleanup or damage charges, within two weeks after the event.
- 14.4 When May Reservations Be Made - Reservations may be made no more than sixty days and not less than seven days prior to the scheduled function subject to Community Association Manager (CAM) approval. An exception may be made by the Board of Directors if the function, such as a wedding, has invitations and save-the-date social protocols. Forms for reservations are available at the POA Office.
- 14.5 How Do Guests Gain Access To The Community – A temporary gate code, good for only the time from one hour prior to the reservation until one hour after the reservation, will be provided to the applicant once approval, payment of deposit / fee, and insurance proof have been provided.

**Clubhouse Island Courts, Firepit, Pavilions, and Grounds Private Event Fees, Deposits, and Insurance**

*(Established by Board of Directors as of 3/11/2016)*

| Amenity                      | Deposit | Fee for Use |
|------------------------------|---------|-------------|
| Bocce Court – Per Court      | \$50    | \$20        |
| Pickleball Court – Per Court | \$50    | \$20        |
| Tennis or Multisport Court   | \$50    | \$20        |
| Croquet Court                | \$100   | \$20        |
| Firepit Area                 | \$50    | \$10        |
| Pavilion or Lawn Area        | \$100   | \$20        |

\* in lieu of proof of liability insurance, the function sponsor may provide signed waivers from each of the non-resident guests. Waiver forms are available at the POA Clubhouse Office.