

# REQUEST FOR USE OF LEGEND LAKE PROPERTY OWNERS (LLPOA) FACILITIES

A completed and signed form must be presented to the Buildings & Grounds Committee a minimum of 5 days prior to date(s) requested. Upon review, Committee action will be taken while in session or via a telephone vote.

**Applicable Charges** All charges are based on a normal setup & cleanup. Any unusual cleanup will be charged \$ 20.00 per hour. Rentals that require an open or close outside of normal office hours will be charged \$15.00 for each service..

Group activities of Association members and guests during normal posted office hours	<b>No charge</b>
Approved community groups during normal posted office hours (9:00AM – 4:30 PM)	<b>No charge</b>
Association members – social events; i.e.: family gatherings, ect. Less than 50 people	<b>\$100.00</b>
Association members – social events, i.e.: family gatherings, ect. More than 50 people (limit 150)	<b>\$150.00</b>
Local approved social gatherings – fish derbies, social events. Rental fee will be established based on base rental fee and set up, lock up, & cleaning fees to be determined by the Board.	

The rental fee is due 5 days prior to the event. If the event is cancelled less than 48 hours prior to the rental date, the rental fees will be forfeited.

### Security Deposit:

A security deposit of **\$500.00** is required if any alcoholic beverage is to be present or served. A **\$250.00** deposit is required if there will be no alcoholic beverages present. The costs due to any destruction of LLPOA property will be deducted from the security deposit. Standard recycling practices must be performed. If recycling is not done correctly, the deposit will be forfeited.

### Conditions of use:

Everything brought into the building or on to the grounds by user (*food, beverages, decorations*) must be removed at the conclusion of the event.

Smoking, including vaping is not allowed in any LLPOA building

Decorations may not be attached to the buildings by using nails, staples, tacks, masking or cellophane tape.

Items such as, but not limited to, rice, confetti, sequins, glitter, gum, silly string and fog machines are not allowed inside the facilities. Also ice cleats, ice skates or any other objects that may damage the floor are not allowed in the building

**Failure to follow any of the above rules will forfeit your whole deposit.**

I/We \_\_\_\_\_

Request to use the Legend Lake Property Owners Association (LLPOA) Lodge \_\_\_ Grounds \_\_\_ Other \_\_\_\_\_

On (Date) \_\_\_\_\_, 20\_\_\_ During the hours Beginning \_\_\_\_\_, Ending \_\_\_\_\_

Reason for use \_\_\_\_\_ Number attending(Limit 150) \_\_\_\_\_ Will alcohol be present? Yes \_\_\_ No \_\_\_

I/We agree to pay all applicable fees to the Legend Lake Property Owners Association and in signing below accept full responsibility for any items missing or damaged as a result of my/our use of the facilities during the times indicated in the rental agreement. Should the damages exceed the amount of the security deposit, I/We agree to pay any additional costs.

Signature of Applicant:  X  \_\_\_\_\_ Date:  X  \_\_\_\_\_

Print Name: \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_ Lot \_\_\_\_\_ Addition \_\_\_\_\_

(cont...)

(cont...)

**Failure to follow any of the above rules will forfeit your whole deposit.**

**Signature:** X I understand that alcohol will not be offered or served to a person under the age of twenty-one (21). And by signing this, I will be responsible for the actions of anyone serving or consuming alcohol.

**Indemnity:**  
The Renting Party shall indemnify, defend, and hold harmless the Legend Lake Property Owners Association and its officers and members against any and all demands, causes of action, or any other claims made against the Legend Lake Property Owners Association, or its officers and members arising out of or related to the Renting Party's rental of the facilities

**Compliance with Laws:**  
The Renting Party shall comply with all applicable laws and regulations and shall not use or occupy the Hall for any unlawful purpose or permit others to use or occupy the Hall for any unlawful purpose.

**Attorney fees:**  
In the event Legend Lake Property Owners Association retains the services of an attorney to represent its interests in regard to the lease or to bring an action for the recovery of damages or other charges, the renter agrees to pay a reasonable attorney fee of not less than \$500.00 or 20% of the sum sued for, whichever is greater, plus the costs of any legal action.

**I acknowledge reading the above terms. Signature:** X **Date:** X

**Print Name:** \_\_\_\_\_

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(For office use only)

Building and Grounds Committee Action: \_\_\_\_\_ Dues Paid: Yes/No

Board Member Signature \_\_\_\_\_ Date Approved \_\_\_\_\_

Denied \_\_\_\_\_ Date: \_\_\_\_\_ Reason for Denial: \_\_\_\_\_

Fee Rate \$ \_\_\_\_\_ Paid: Cash/Check Deposit: \$500.00/\$250.00/None Returned Date: \_\_\_\_\_

Prior Rental: Yes/No Condition after rental \_\_\_\_\_

Need someone to open Lodge Yes/No Time \_\_\_\_\_ Need someone to lock after event? Yes/No Time \_\_\_\_\_

# Lodge Use

Name: \_\_\_\_\_ Rental Date: \_\_\_\_\_

Special Set Up: No / Yes – If Yes Make a Map of the Layout Below

\ Patio Door /

Kitchen Area

Stairs to Bathroom

Number of People: \_\_\_\_\_ Start and End Time: \_\_\_\_\_