Lakota Canyon Ranch

Rec Center Reservation

Today's Date _____

Resident Name: _____

Phone:_____ Email:_____

Resident Address: _____

Date of Event: _____ Expected Attendance: _____

Event Theme/Organization:_____

Start Time (no earlier than 8am): _____(include time for set-up)

End Time (no later than 10pm): _____(Include time for clean-up)

Space Requested*:		Capacity:
☐	Dining Area	48
☐	Upstairs Balcony	36
☐	Board Room	18
☐	Lower Banquet Room	36
☐	Lower Exercise Room	12

* Each event may only use the specific area of the Rec Center as reserved. The pool may not be reserved for events or used by event guests.

Food and Beverage provided by:

☐ Resident ☐ Rolling Fork ☐ N/A

☐ Outside Caterer_____

Member Usage Fees & Deposits: (for residents and their accompanying guests). **Please provide 2 checks**, one for the fee, and another for the deposit. You will also need to provide a **credit card** in the event of noncompliance. **The resident must always be present.** Usage fees are reviewed by the HOA Board annually.

- <25 people, $0 fee ($200 deposit)
- 26-50 people, $250 fee ($250 deposit)
- 51-75 people, $500 fee ($500 deposit)
- >76 people $1000 fee ($1000 deposit) with HOA board approval

Member Commercial Services Fee: (i.e. when fees are charged for admission).
This rate will depend on your event, the amount of time needed, and attendance. Please submit a reservation form for the HOA board to review. Usage fees are reviewed by the HOA Board annually.

Additional Charges: The above rates are for **up to 4 hours total** of space usage, this includes set-up and clean-up. Additional time needed is **$100/hour** with a **maximum of 6 hours**.

If you wish to have music at your event, a Xfinity Music Station can be made available to you during staffed business hours. You will need to provide your own music after hours.

Please initial, acknowledging that you have reviewed and received the following information:

_____I acknowledge that **I take full responsibility** for my guests and release the Lakota Canyon Rec Center and Homeowners Association for any liability during my event.

_____I acknowledge the space is reserved and on the event calendar once the **reservation form has been filled out completely, approved and payment has been received.**

_____I acknowledge that reserving space at the Lakota Canyon Rec Center **DOES NOT include the use of the fitness room, pool, or lower patio space** for my guests.

_____I acknowledge that **adult supervision is REQUIRED** for all minor attendees.

_____I acknowledge that my space **DOES NOT include access to the kitchen area** or use of any appliances, equipment, or supplies.

_____I acknowledge that any **alcohol sales require a special license** issued by the Town of New Castle.

_____**Absolutely NO cooking or grilling on the upstairs balcony.**

_____**Absolutely NO glitter or confetti** to be used inside or outside the Rec Center.

_____I acknowledge that I am responsible for cleaning up the event area per the attached **Event Cleaning Checklist**, and if not completed, my deposit **will not be returned.**

_____In the event my deposit does not cover the cost for all repairs, damages, and cleaning, these **additional costs will be charged to my HOA account with Integrated Property Management.**

_____Any violations to this policy may result in **loss of future use and reservations of the facility.**

I have read and agree to comply with the above terms:

_____

(print)

_____

(sign)

_____

(date)

Lakota Canyon Rec Center
Event Checklist

Reservation Name: _____

Reservation Date/Event: _____

Staff Checklist:

☐ Make sure the resident has completed the Annual Club Membership Agreement and the Lakota Canyon Ranch Rec Center Use Waiver & Release forms.

☐ Add to the calendar online and in the binder upon receipt of all required forms and deposit.

Event Cleaning Checklist:

☐ Return all furniture used to its original placement (taking a photo prior to your event may be helpful).

☐ Wipe down all tables, chairs, and surfaces used.

☐ Sweep & mop hardwood and vacuum rugs & carpet utilized for event (including under tables & chairs).

☐ Take all trash and recycle out (dumpsters are located on the side of the building).

☐ Please leave Lakota Rec Center looking as nice as you found it.

Your deposit will be kept if you do not comply with the rules.

This checklist and cleaning supplies will be left at the front desk.

Signature of event organizer: _____