

## Long Branch Lakes at Falls Creek Falls Common Area Reservation Request Form

The Long Branch Lakes (LBL) pool and Camp Lake Pavilion cannot be reserved for private events.

This completed form must be received at least 30 days prior to a requested event date.

All property owners in good standing may request to reserve either of the two lake pavilions.

Pavilions may be requested for use between the hours of 8am and 9pm. Camp Lake Pavilion cannot be reserved during the pool open season.

Any music at the event must cease by 8pm. Be respectful of the neighbors and keep noise to a minimum.

Non LBL home or property owners must use a unique temporary gate code and NOT use or visit other amenities while attending their event. Guest access is limited to roads between the gate and approved common area.

The host/requestor must leave the common area in a clean condition, including the removal of trash.

Any damage to the requested common area will be the financial responsibility of the host/requestor to repair or replace as determined by any appropriate committee and the LBL Board of Directors (BoD.) If desired, the host may request a walk-through of the venue with a BoD member prior to said event.

Any event requiring the collection of fees, and payment of event related expenses, must be done under the direction of, and have the prior approval of, the BoD.

The event is not approved until the host receives notice from the BoD. Signage must be posted of reservation.

The LBLPOA BoD, by approving this reservation request, is not sponsoring the event. Costs associated with the event are the responsibility of the host/requestor. The LBLPOA assumes no responsibility for damage to property or injury to persons.

This form may be completed, scanned, and submitted through the LBL POA website ([www.lblpoa.com](http://www.lblpoa.com)) or returned via email at [longbranchlakespoa@gmail.com](mailto:longbranchlakespoa@gmail.com).

Exceptions to the aforementioned rules must be approved and documented by the BoD.

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Host/Requestor Name (printed/signed/date)

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Description of Event/Date: \_\_\_\_\_ / \_\_\_\_\_

Event Time (Start-Finish): \_\_\_\_\_ Number of guests: (Max 50) \_\_\_\_\_

Yes/No \_\_\_\_\_ BoD \_\_\_\_\_ Guest code requested (Y/N) \_\_\_\_\_

Common Area Requested (circle One)    Camp Lake    Long Lake    Other \_\_\_\_\_