

# Lathem's Mill Homeowners' Association

## PARTY RESERVATION REQUEST

Homeowner:		Phone:
Street Address:		Lot #:
Party Date:	# of Guests:	Purpose:
Start Time:	End Time:	Age Group:
Deliver this completed form and a \$100 Deposit to a Board Officer or the Pool Committee Chairperson: _____ Phone: _____ email: _____		

**By signing below, I acknowledge and certify the following:**

- I am a resident homeowner in Lathem's Mill who is in Good Standing with our HOA (all dues current, no violations, etc.).
- I have read and clearly understand our Rules and Regulations, and I will ensure that all attendees understand & obey them at all times.
- I am reserving only the clubhouse (the pool cannot be reserved), party times are restricted to the hours between 10:00 AM and 10:00 PM, and that Holidays or Sundays cannot be reserved at all.
- I must be present for the duration of the entire event and I am responsible for providing adult supervision of party attendees.
- I must provide my own lifeguard and playground monitor should one be required.
- I am responsible for all clean-up duties and for leaving the clubhouse, pool, playground and surrounding areas clean. If we use the gas grill we will turn it off, clean it and install the cover.
- I will be held responsible for any damages, injuries or disruptions that are caused by the actions of any of my party attendees.
- I have provided a \$100.00 Deposit, made payable to Lathem's Mill HOA.
- I will contact the Pool Committee Chairperson at the end of my party so that the area can be inspected while I am present. If all Rules and Regulations have been respected and the area is clean, the deposit will be refunded.

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved or  Denied By: \_\_\_\_\_ Date: \_\_\_\_\_

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### FINAL INSPECTION

Inspected By: \_\_\_\_\_ OK Not OK Deposit Refunded (Y/N) \_\_\_\_\_

Write any comments regarding open issues or non-refundable deposits on the reverse side of this form. A copy of this completed form must be retained by the homeowner and the HOA Board. Attach any photos that may be relevant to any documented issues.