

## AMENITY USAGE REGISTRATION FORM

Unit Number

Today's Date

Resident Name(s)

Contact Email

Contact Phone

Form Activity

 Move In/Out Hospitality Room Sun Deck

*All payments must be made by certified check, money order or cashier check only,  
payable to Lake Park Plaza Condo Assn.*

## ACKNOWLEDGEMENTS

### RULES AND REGULATION ACKNOWLEDGMENT

I (We) have received a copy of the Lake Park Plaza Condominium Association Rules and Regulations. By signing this Acknowledgment, the undersigned is aware that s/he is fully responsible for knowing the rules specifically referencing the amenity usage being requested as set forth by the Lake Park Plaza Condominium Association.

**Signature**

### USAGE ACKNOWLEDGEMENTS

I hereby deliver payment for the private use of the Amenity Space (e.g., Hospitality/Party Room or other designated community amenities) as outlined in the Amenity Use Section. I also provide the required damage/security deposit as noted in the Amenity Use Section. I understand that the deposit will be returned following an inspection of the space after the event, provided no damage or violations have occurred. I acknowledge that any violation of this agreement will result not only in the forfeiture of my deposit but may also result in the suspension of my future amenity use privileges.

It is further understood that any damages incurred during the event will be deducted from the deposit. Should damages exceed the amount of the deposit, the unit owner/resident will be held fully responsible for the excess amount. Payment for any such damages is due to the Association through the Management Office immediately upon demand.

**Signature**

## MISC DETAILS

### FEE PAYMENTS FOR OWNERS

Unit owners have the option to have usage fees billed to their association account.

Unit Owner  Yes  No

Charge Account  Yes  No

Signature

### HOLIDAY USAGE GUIDELINES

Usage of certain Amenities is restricted on Holidays.  
 The Association recognizes all federal holidays of the United States.

## USAGE DETAILS

### MOVE IN/OUT ELEVATOR RESERVATIONS

MONDAY - FRIDAY: AM = 9 am to 1 pm and PM = 1 pm to 5 pm

SATURDAY: AM = 9 am to 1 pm only | No usage on Sundays or Holidays.

#### Fees & Deposits

Usage Fee \$250  
 Overage/Hour Fee \$100  
 Security Deposit \$250

#### Reservation Details

Date Requested  
 Day of Week  
 Time Requested  AM  PM

### HOSPITALITY ROOM RESERVATIONS

All parties must be concluded by 11:00 PM, Sunday thru Thursday evenings,  
 and by 2:00 AM Friday and Saturday evenings.  
 Maximum of 100 people at any time.

#### Fees & Deposits

Usage Fee \$150

Security Deposit \$200

#### Reservation Details

Date Requested  
 Number of Guests  
 Food Served  Yes  No

Time Requested  
 Type of Party  
 Drinks Served  Non-Alcoholic Drinks  
 Alcoholic Drinks

## SUNDECK RESERVATIONS

TIME SLOTS: AM = 10:30 am to 3:30 pm and PM = 2 pm to 10 pm

No usage on Holidays.

The Sundeck and Adjoining Amenities (SAA) is generally open from  
 Memorial Day Weekend to Labor Day Weekend.

### Fees & Deposits

Section 1 \$110 Fee / \$50 Deposit  
 Pergola Area

- Capacity 25 people
- 10 lounge chairs

Section 2 \$60 Fee / \$50 Deposit  
 Northwest Fire Pit

- Capacity 15 people
- 6 lounge chairs

Section 3 \$110 Fee / \$50 Deposit  
 Bar Area

- Capacity 20 people
- No lounge chairs

Section 4 \$60 Fee / \$50 Deposit  
 Southwest Fire Pit

- Capacity 15 people
- 6 lounge chairs

### Reservation Details

Date Requested

Time Requested  AM  PM  
 Both AM & PM

Number of Guests

Type of Party

Food & Drinks  Food  
 Non-Alcoholic Drinks  
 Alcoholic Drinks

## FOR OFFICE USE ONLY

Date Received

Fee Paid Details

Deposit Paid Details

Usage Confirmed  Yes  No

Deposit Returned  Yes  No