

# COMMON AREA RESERVATION REQUEST & LIABILITY RELEASE

## Sponsor's property assessments must be current for event reservations to be approved

**INSTRUCTIONS:** Fill in all spaces, circle appropriate time & use areas, then sign, date and deliver to the ECA Reservation Chair (see below).

The undersigned, is an Owner or Tenant of the Evergreen Commons Association ("Association Resident,") is subject to the Covenants, Conditions and Restrictions (CC&Rs) of Evergreen Commons, and wishes to sponsor an event in the Association's Common Area with more than ten (10) attendees as follows:

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ from \_\_\_\_\_ am / pm until \_\_\_\_\_ am / pm

This event will be attended by a total of \_\_\_\_ persons ("attendees").

Sponsoring member requests the use of these parts of the Association's Common Area: (*circle all that apply*)

**West Green / Basketball Court / Barbecues / Pool / Play Area / East Green**

The sponsoring member, undersigned, agrees that if attendees will total 30 or more persons that the sponsoring member will print and distribute, not less than 3 days prior to the event, a notification to the properties surrounding the park with information about the event including date and time. *Initial:* \_\_\_\_\_

The undersigned agrees to comply with all posted/published Common Area rules and to ensure all attendees comply with said rules and regulations of the Association Common Area, including no smoking in the pool area. *Initial:* \_\_\_\_\_

The undersigned agrees to leave any part/s of the Common Area used, in similarly good condition as prior to the event, being clean and clear of trash & debris and event trash removed from the Common Area entirely. *Initial:* \_\_\_\_\_

The undersigned agrees that they are legally & financially responsible for any and all damages and/or losses to the Association Common Area caused by the event or the event's attendees, including but not limited to any cleaning fees required to return the Area to the good condition it was found prior to the event. *Initial:* \_\_\_\_\_

The undersigned agrees to indemnify, defend and hold harmless Evergreen Commons Association, Inc., its officers, designees and volunteers, in any legal action brought by the sponsoring member's event attendees or vendors, including any actions brought by the sponsoring member. *Initial:* \_\_\_\_\_

**I have read, understand and agree to abide with all of the conditions above, and request my event be approved.**

Sponsor Name (print): \_\_\_\_\_ Phone #: \_\_\_\_\_

e-mail address: \_\_\_\_\_ Lot# \_\_\_\_\_

ECA property address: \_\_\_\_\_

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Requested reservations with 30 or more attendees require prior approval of the ECA Board of Directors and must be submitted no less than 30-days in advance.**

*To make a reservation request for the Association Common Area, contact Lisa Cannon-Wheeler, Reservation Chair:*

*✓Phone: 979-0559 ✓email to: [ecapark@mail.com](mailto:ecapark@mail.com) ✓deliver to 4412 Park Green Court*

----- FOR BOARD USE ONLY -----

Date Rec'd: \_\_\_\_\_ Action Date: \_\_\_\_\_ Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

By (print): \_\_\_\_\_ Approval Signature: \_\_\_\_\_