

Commons at Valley Lakes Homeowners' Association Shelter Use Agreement

Reservation Procedures: Reservations will be taken on a first come, first serve basis. Please complete the form below, and email/fax it to Main Street Management. You will be notified when your reservation is confirmed. Please make sure to mail your form at least 2 weeks prior to the event.

Main Street Management, LLC
P.O. Box 745
Lafayette, Indiana 47902
Brianne.hancock@mainstreetmanagementllc.com
Phone – 765-742-6390
Fax – 765-742-6401

Please note: *Reservation of the shelter does not include reservation of the pool area.

Eligible Renters: Only Commons, Landings and Waterstone members who have paid amenity dues may reserve the shelter. He or she is responsible for the actions of any guests, and must be present throughout any scheduled activities. *Any homeowners who are delinquent in their fees to the Homeowners' Association are not eligible to reserve the shelter.*

Please report any discovered damages to the facility to Main Street Management using the contact information above. If there are damages discovered after your event, you may be charged for any costs incurred by the Association.

Rules

Time: 4 hour time limit

Maximum Capacity: 40

Decorations: Please do not glue, nail or tack anything to the structure.

Noise: Out of respect to the resident's who live near the shelter, please monitor party noise levels. Please keep amplified music down and control party noise. Remember, all events must be concluded and all guests cleared by 10:00pm.

Grilling or outdoor cooking: Please make sure all cooking is done away from the structure.

Alcohol: All alcoholic beverages are strictly prohibited.

Clean up: Please gather and take home any trash for disposal.

Parking: All motorized vehicles, including golf carts, are to be operated and parked in designated areas only. No motorized vehicles on the sidewalks or grass!

Shelter Reservation Process

The purpose of this process is to clearly define the roles and responsibilities of all events to ensure a successful event for the homeowner(s).

1. The reservation request form is to be completed and sent to Main Street Management. Reservations are on a first come, first serve basis so it is important that they are submitted as soon as possible (e.g. at least two weeks prior to your event) to ensure the reservation is secured.
2. The form will be assigned a reservation number when confirmed.
3. Main Street Management will contact the homeowner(s) to confirm. A reservation slip may be placed in the sign at the shelter notifying others that it is reserved.
4. Homeowner(s) must comply with the rules. If there is damage to the shelter due to the event, the repairs necessary will be billed to the homeowner.

REQUEST FOR USE
SHELTER

I _____ (Homeowner's name) hereby request rental of the shelter at Commons/Landings, have read the rules on the attached sheets, and hereby agree to abide by all of its policies.

Please Print

Owner's Name: _____

Property Address: _____ Lot #: _____

Telephone (home): _____ (cell): _____

Email address: _____

Date You Would Like to Reserve: _____

Hours of Use on that Date: _____ am or pm to _____ am or pm

Number of Persons to Attend Event: _____

Describe Use of Shelter:

I further agree to be responsible for all damages to the shelter by me and/or any of my guests. I will be present at the event at all times and will remove any/all trash at the conclusion of the event.

Signature: _____ Date: _____

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FOR OFFICE USE ONLY

Account balance current (yes/no): _____

Date account balance checked: _____

Processed by: _____

Reservation Slip posted (if necessary): _____