

LAKELAND RECREATION ASSOCIATION BOARD POLICY: MEMBER USE OF LRA FACILITIES FOR PRIVATE GATHERINGS

SUMMARY

Members in good standing have access to LRA facilities and grounds, on a seasonal schedule established by the board. Members may also host private gatherings and reserve space in the **Boathouse**. Members who host group activities bear the responsibility and liability for the group.

FEES

No fee is charged. Large groups and/or frequent users of facilities are asked to consider contributing to overhead costs on a voluntary basis.

RESERVATIONS

The **Clubhouse is not available** to be reserved for private gatherings. Access to Clubhouse facilities is open to all members throughout the season.

The **Boathouse may be reserved** for private gatherings not to exceed 75 people. Weekends (Friday-Sunday) in July and August, or when LRA-sponsored events are scheduled are not available for reservation. Use includes the north end of the building and picnic tables, as needed. Access to the south end of the building must remain open to all members so they have access to items in storage.

Private gatherings held in the Boathouse may access the Clubhouse for kitchen, restrooms, and shelter; however, private parties may not use the Clubhouse as the main party location. The member who signs the **LRA Boathouse Use Agreement** must remain on the premises at all times during the time reserved. Recreational areas are considered shared space for members and guests. No individual or private gathering takes priority over another.

PARKING

Groups are limited to a maximum of **10 vehicles** to be parked in the south lot, next to the boathouse. Large groups must car pool or shuttle additional guests, leaving the north parking area open for other LRA members to use. No parking on Clubhouse Parkway as this must remain clear for emergency vehicles.

CLEANING

All tables, chairs, and equipment must be returned to the appropriate storage location at the completion of the event. Adirondack chairs are to remain on the Sunset Deck. Floors should be swept, paper products restocked, counters/tables wiped off, food removed from the premises, and trash disposed of in the dumpster. Extended use by large groups require cleaning and sanitizing the restrooms and kitchen, if used. Cleaning service is available for a fee of \$50 due at the time of reservation.

LIABILITY INSURANCE

Members hosting a group activity or event on LRA property are required to have a homeowners general liability policy (as advised by Lakeland's insurance carrier). The hosting member must provide a Certificate of Homeowners Insurance 14 days prior to the event.

PROCESS

To reserve the Boathouse for a private gathering, members need to:

1. Contact the Social Director, Carol Mayer, to make a reservation at cdmayer12353@gmail.com or (248)878-7368. The Social Director will check the LRA Calendar for Boathouse availability. Members may also view the LRA Calendar on the LRA Website at www.lakelandrecreation.net.
2. Complete the **LRA Boathouse Use Agreement** which can be found on the LRA Website under Member Documents.
3. Provide copy of Certificate of Homeowners Insurance 14 days prior to the event.
4. Advise guests of **LRA Policy on Private Gatherings**.
5. Please be considerate of LRA Members who may be using the facilities that are not reserved; i.e. providing own chairs to view the sunset rather than occupying all the chairs on the Sunset Deck.
6. Once a reservation has been made, the hosting member will be assigned a **single use gate code** to give to their guests.