

## Regulations for Use of LAE Beach House

1. The use of the Beach House is intended for LAE members and LAE sponsored events. It may be reserved for family events such as birthdays, reunions, anniversaries and private parties involving LAE members, families and friends. Events of other organized or incorporated groups are not sanctioned.
2. Any party who reserves the Beach House must execute a "hold harmless" reservation agreement and make a \$100 deposit prior to approval of the reservation. The \$100 deposit may be returned upon satisfactory compliance with the "Renter's Beach House Checklist" and a satisfactory inspection of the Beach House. A key deposit of \$10 is required and will be refunded when key is promptly returned.
3. The LAE sponsored events are to be scheduled in advance and posted on the LAE Website and Bulletin Board. Changes can occur based on weather conditions.
4. Any intended use of the building shall comply with local, state and federal laws.
5. Any Beach House event reserved for and/or attended by persons less than 21 years of age must have a LAE member parental chaperone present throughout the event.
6. Any persons reserving the Beach House for a private event shall be financially responsible for any damage sustained to the structure and its contents during the event period.

## RENTER'S BEACH HOUSE CHECKLIST

The beach house will be left as clean as you found it. Cleaning agents and equipment are provided.

Important: Do not use any LAE food/drinks, paper plates, cups, plastic forks/knives/spoons, or the propane grill.

1. At the circuit breaker box, turn on the items that you will need.
2. After the event, complete the following for the items you used during your event:
  - a. Clean the stove top and burners.
  - b. Clean the oven interior and racks; replace the foil in the bottom of the oven; wash/wipe down the oven exterior.
  - c. Wash/wipe down the microwave interior, turntable plate and exterior.
  - d. Wash/wipe down the refrigerators interior and exterior.
  - e. Wash/wipe clean all tables, countertops, sink and cabinets.
  - f. First sweep, then damp mop the floor (brooms, dustpan, mop, mop bucket and cleaner located in the closet). After mopping, clean the mop and mop bucket.
  - g. Remove all food and drinks that were brought for the event.
  - h. Remove and take all trash with you upon departure.
3. Prior to departure, complete the following:
  - a. Turn off the HOT WATER and the OVEN circuit breakers.  
**Important: Do not** turn off the MAIN REFRIGERATOR and WATER PUMP circuit breakers.
  - b. Store all tables, chairs and equipment to their original locations.
  - c. Lock all windows and doors, with particular attention to the double doors.
4. Return the key to the designated person to obtain your key deposit refund.

### RENTING PROCEDURES:

1. Check to ensure there is no conflict with LAE events.
2. The beach house can be rented for gatherings of 40 people or less.
3. Any problems will be immediately referred to the LAE President or the Chairman of the Board of Directors for resolution.

## Beach House Reservation Form

The use of the Beach House is intended for LAE members and sponsored events. It may be reserved for family events such as birthdays, reunions, anniversaries and private parties involving LAE members, families and friends. Events of other organized or incorporated groups are not sanctioned. Any member who reserves the Beach House must execute a hold harmless reservation agreement and make a \$100 deposit prior to approval of the reservation, with a limit of two (2) rentals per year per member. The \$100 deposit may be refundable upon satisfactory compliance with the "Renter's Beach House Checklist" and a satisfactory inspection of the facility after the event. A key deposit of \$10 is required and will be refunded when the key is promptly returned.

### Hold Harmless Reservation Agreement

By executing this Hold Harmless Reservation Agreement, the undersigned member hereby represents and certifies that he/she, on behalf of all family members and guests, indemnifies and holds harmless LAE Association, its Officers and Directors and all members of record, from all claims whatsoever arising out of, or resulting from, the use of the LAE Beach House and the adjoining Beach Area (including the parking lot and swimming area) for the function which the use of said premises is hereby reserved.

\_\_\_\_\_  
LAE Member of Record (Please Print)

\_\_\_\_\_  
LAE Lot Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Telephone Number/s

\_\_\_\_\_  
Date Reservation

\_\_\_\_\_  
Description of Event

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**Office Use Only**

Deposit: \$100 Key Deposit: \$10 Check/s #: \_\_\_\_\_ Date of Check/s: \_\_\_\_\_

\$100 Deposit Returned: \_\_\_\_\_ \$10 Key Deposit Returned: \_\_\_\_\_  
Date Date

Notes: \_\_\_\_\_