

# Lake Forest Association

# Large Group Booking Request

Member \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_  
Address \_\_\_\_\_ email \_\_\_\_\_

I understand the date is not scheduled until I am contacted by LFA Large Group Scheduler by e-mail

1. Only dues paid members may schedule large groups at the park. You must be present as the host.
2. The park is never closed to LFA members because of a large group. Expect other small groups of members to be casually using the park during the time of your event.
3. LFA Staff members can be hired if your event is planned when LFA Staff is not scheduled. You should plan that staff require 30-45 minutes to set up (clean docks and beach area) before they start a normal rotation of watching the water. You may not hire lifeguards who are not current LFA Staff members to supervise the swim area. You are responsible for your guests' behavior and safety at all times. Swim and use the park at your own risk.
4. You are responsible for leaving the park in as good or better condition than you found it. This includes hauling your own trash away.
5. All LFA rules must be followed during your event including parking, dog, fishing, and safety rules. You are expected to read and understand all Park rules and share them with your guests to insure there are no surprises. Please refer to the Park rules on the LFA website and the LFA Recreation Rules that is mailed to you in the spring (it is the same document that has the Lock Combination on it). Important rules that may effect your event planning include... glass and alcohol are NOT allowed at the lake park and the park closes at dusk.
6. When LFA Staff is not on duty the bathroom/shed is locked. You can arrange to get the key in advance.
7. The gate must be closed and locked if LFA Staff is not on duty. Do not share the combination with your guests.
8. Large groups may only be approved by the LFA Staff member responsible for Large Group Scheduling.
9. Large groups will not be scheduled on July 4th or last day of school due to expected high member usage.
10. Staff follows the LFA storm policy. In the event of an electrical storm, all swimmers must exit the water and leave the waterfront.

Event Date Requested \_\_\_\_\_ Time \_\_\_\_ to \_\_\_\_ Would you like Staff Contact Info? Y N

Purpose of Event \_\_\_\_\_

Special Notes \_\_\_\_\_

Total # People \_\_\_\_\_ (please detail age break down below)  
Adults \_\_\_\_ Children: (0-3 yrs.) \_\_\_\_ ( 4-10 yrs.) \_\_\_\_ (11-17 yrs.) \_\_\_\_  
(Please remember to include parent and siblings if you expect them to linger.)

I understand and agree to the above LFA Large Group Booking Rules and all LFA Rules.

LFA Member \_\_\_\_\_ date \_\_\_\_\_

LFA Large Group Scheduler completes below. Approved forms kept at park. Member notified when date is approved.

LFA Dues Paid? Y N Date Available? Y N Staff Notified? \_\_\_\_\_ Staff Hired Privately? Y N  
(date)

Approved by \_\_\_\_\_ member notified \_\_\_\_\_  
(LFA Large Group Scheduler) by e-mail (date) (Name(s) of LFA Staff hired privately)