



## 2024 Sponsored Event Policy & Procedures

Residents of Lakeridge West may sponsor an Event at the facility concurrent with regular community use of all facilities. All Sponsored Events are required to comply with the following regulations:

1. Only LWCA residents can sponsor a community event at the LWCA facility. Sponsored events shall be open to all residents of Lakeridge West.

2. Sponsored Event Reservations must be submitted at least 1 week before the event, by email, to the LWCA at [pool@lakeridgewest.org](mailto:pool@lakeridgewest.org). A Sponsored Event reservation will not be final until the Sponsored Event Reservation Agreement form is completed, signed, and all applicable fees are paid in full. The form may be found on our website at: <https://lakeridgewest.org/publications>

- a. For a Sponsored Swim Event, a non-refundable sponsored event fee of \$500.00 must be paid upon signing the Sponsored Event Reservation Agreement and submitted to the LWCA Board.
- b. No Sponsored Events may be held on Saturday, Sunday, or holidays.
- c. Invited guests are restricted to residents of Lakeridge West.
- d. Maximum duration for any Sponsored Event is four (4) hours.
- e. Events may be held at the outer black top patio, adjacent to the pool entrance, or upstairs by the picnic table area.
- i. Hosts may bring their own tables and chairs for blacktop use.
- f. A \$250.00 clean-up bond is required and will be refunded to the event host after clean-up of all debris. This bond is payable upon signing the Sponsored Event Agreement. Party hosts are responsible for bagging all garbage and depositing it in the garbage cans outside the tennis courts, LWCA will provide black bags so that cans inside the pool facility are left empty after the party for community use.
- g. In case of inclement weather or lack of proper lifeguard coverage, a LWCA Board trustee will notify the event host and either reschedule the event or cancel and return all monies including the Sponsored Swim Event reservation fee of \$500.

(continued)



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**3. No resident may host a Sponsored Event without prior approval and filing a Reservation Agreement with the LWCA Board. This is required to ensure there is space availability, proper lifeguard coverage, prevent over scheduling and overlapping with other resident host's events and to comply with the Sponsored Event Policy and Procedure.**

**PLEASE NOTE: If thunder/lightning or rain occurs while a Sponsored Event is in progress, no part of the Sponsored Event fee will be refunded, and the Sponsored Event will not be rescheduled unless a new Sponsored Event Reservation Agreement is completed with all applicable fees paid.**