

## LAKERIDGE WEST SPECIAL EVENT POLICY AND PROCEDURE

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

1. If a resident sponsors a community event it will be considered a Special Event.
2. Special Event Reservations must be submitted at least 2 weeks before the event, by email, to the LWCA at [pool@lakeridgewest.org](mailto:pool@lakeridgewest.org). A Special Event reservation will not be final until the Special 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 Special Swim Event, a non-refundable special event fee of \$75.00 must be paid upon signing the Special Event Reservation Agreement and submitted to the LWCA Board.
  - b. No Special Events may be held on Saturday, Sunday, or holidays.
  - c. Invited guests are restricted to residents of Lakeridge West.
  - d. Maximum duration for any Special 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 and/or borrow one LWCA utility table for blacktop use if available.
  - f. A \$100.00 clean-up bond is required and will be refunded to the event host after clean-up of all debris and any borrowed LWCA tables and chairs have been returned. This bond is payable upon signing the Special Event Agreement.
  - 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 Special Swim Event reservation fee of \$75.
3. No resident may host a Special 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 over-lapping with other resident host's events and to comply with the Special Event Policy and Procedure.

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

### ADDENDUM

In recognition of the presence of the highly contagious COVID virus in the Old Bridge community and especially to protect our unvaccinated, under age 12 children, food handlers must wear gloves when serving food; the wearing of masks is highly recommended. Food should be pre-plated for distribution, to be ready to go, to minimize participant contact. The distribution of prepackaged food is highly recommended.