REQUEST TO USE SCPOA COMMON AREA (OTHER THAN THE AIRPORT/RUNWAY**) FOR A PRIVATE EVENT**

(You must be a SCPOA owner / member to file a request. Swansboro Country Property Owners Association, aka SCPOA is referenced as the Association)

Property Owner/Event planner: _____ TM_____
(Member)

Member's physical address: _____

Member's phone number/ e-mail: _____

Which Association common area do you wish to use: _____

Date and time (from/to): _____

What type of event will occur? (Wedding, Birthday, etc.): _____

Approximate number of participants: _____

Will alcohol be served? ☐ Yes ☐ No

If alcohol is to be served you must obtain an insurance rider, either from your homeowner's insurance provider or through another insurer. The rider must name the Association as a co-named insured for the duration of your event. Proof of insurance, via a policy endorsement, or confirmation from your insurer, must be provided prior to the event.

☐ Check this box to acknowledge the above requirement if alcohol will be served.

Whether or not alcohol is to be served you acknowledge that as the property owner/event planner you accept full liability for any injuries, damages, or any liability an attendee may incur and hold harmless the Association. Additionally, you acknowledge that you shall be responsible for any and all damages any attendee may cause to the Association's common area property.

☐ Check this box to acknowledge the above paragraph.

Please note that the Association cannot guarantee that the common area you choose for your event will not be in use by other owners/members. As owners/members the Association cannot limit others' use of a common area. We suggest that you place signage indicating "Area Reserved for Private Event" at the area you wish to use at least one day before your event and include date and time of your event on your sign.

_____   _____   _____
(Property owner signature.)   (Print name.)   (Date)

A copy of this form must be submitted no less than forty five (45) days before your planned event. The form must be filled out in its entirety, if not approval will be delayed or denied. Submit the completed form either by mail, fax, or scan then e-mail to:

Rick Lafrance
c/o The Management Trust
PO Box 1459, Folsom, CA 95763 rick.lafrance@managementtrust.com;   Fax: (916)288-9559