

GUIDELINES FOR RESIDENT USE OF THE LAKEWOOD ESTATES COMMUNITY CLUBHOUSE, aka the “Hub”.

The Hub is open during the week from 8 A.M. to 4:00 P.M. Monday thru Friday. The Lakewood Estates business office is open on Wednesday and only for business purposes. Reservations for a use of the Hub can be made to a calendar of scheduled events which is posted outside the Hub business office door or by filling out the attached form available from the Hub office or online to resident members at www.bransonlakewoodestates.com via the “Hub Calendar” page.

There are two types of reservations.

- Resident Non-Exclusive Reservations are Lakewood Estates functions wherein all residents and their guests may attend. Lakewood Estates Board of Trustee Meetings or Court Meetings shall fall into this category although the Lakewood Estates Board of Trustees may have exclusive use of the Hub for official business meetings if required.
- Resident Exclusive Reservations could be any event wherein exclusive use of the entire Hub is requested, meaning no other events shall take place at the hub during the reserved time frame. This shall not prohibit the use of the Hub to conduct Lakewood Estates business as required.

SEE THE HUB CHARGES section of this document to determine if a deposit would be applicable.

Hub availability can be observed on the Hub bulletin board calendar or online. Reservations made online will be confirmed with the resident member before being put on either calendar.

ANYONE MAKING A HUB RESERVATION AGREES TO ABIDE BY THESE GUIDELINES.

- Please be careful not to book over another reservation already scheduled. In the event of double bookings, the first reservation will be honored.
- Website administrators will check the Hub calendar periodically to update the online calendar and Office personnel will notify the website administrator of changes made through the office.

Other organizations or groups may reserve and use the Hub if resident sponsored and resident **is in attendance**. No events can be hosted by a resident that are attended on a “fee” basis.

Residents are responsible for the actions of their guests.

Swimming suits and wet clothing shall not be worn in the Hub.

Only certified Service-Animals are allowed inside the Hub.

There will be no smoking in the Hub.

Residents reserving the Hub for family events must remain in attendance for the duration of the function.

Guests under the age of 16 years of age must be accompanied by an adult at all times.

Resident entry codes for the front door of the Hub are provided upon request to the Lakewood Estates General Manager and should not be shared with anyone. It is the resident's personal code and is trackable.

The General Manager will check the Hub before and after every reservation and the resident scheduling the Hub will be responsible for any damage determined to have occurred.

After any function, all lights other than front hall lights and the lamp by the back door, must be turned off. All doors are to be locked, restroom fans turned off and furniture returned to everyday position. If using additional chairs or tables, they must be returned to where they were stored.

All trash and garbage are to be removed at the end of said function. It can be put in the dumpster at the shop on Parnell Drive. Under no circumstance is garbage to be left on the ground at or around the shop. Never leave garbage inside the Hub.

If you use the oven or stovetop, it must be completely cleaned. No food or drinks are to be left in the refrigerator. Ice is to be dumped and not left in the freezer. If dishes are used, they are to be washed in the dishwasher and the dishwasher unloaded and dishes put away. All glasses and cups are to be pre-washed to remove lipstick stains. You must bring your own kitchen towels, potholders and tablecloths.

Do not borrow from supplies kept in the kitchen by Lakewood Estates employees who use the Hub daily.

Table tops are to be wiped clean and Hub floor swept.

Weekend reservations (Friday, Saturday, and Sunday) by a resident shall be reserved in blocks. Daytime hours are defined as 8 am - 5 pm and evening hours shall be 5 pm to 11 pm. Please make your reservation for only the hours that you think your event might require in consideration of others who might also need to use the Hub.

Board Approval: October 12, 2022

The Hub shall be available for a function by reservations on legal holidays BUT ONLY FOR FUNCTIONS THAT INCLUDE ALL LAKEWOOD RESIDENTS. If no reservations are made for a Lakewood function prior to 15 days before the legal holiday, then the Hub is available to any resident for personal use. Legal Holidays shall be determined to be: New Year's Day, Good Friday - Easter, Memorial Day, 4th of July, Veterans Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

HUB CHARGES

Function/Meeting Reservations that are Lakewood Estates Events wherein all residents and their guests (or a subset, like Court events/meetings) are invited to attend - No Fee or Deposit.

Resident Reservations for the exclusive * or partial use of the Hub - No Fee, deposit could be required.

Deposit for **Resident Reservations for an event where 25 or more guests will be present** will require \$100 Deposit at the time the reservation is made. This deposit will be refunded if no damage results and all of the requirements listed above are met. If there is damage, the cost to repair such damage or to pay for any other infraction will be deducted from the deposit. An additional charge will be assessed if the cost to address the damage is more than \$100.00.

** Reservations for “**exclusive**” use of the Hub must be noted on the initial reservation request or other groups may be present.*

**** Reservations or use of the Hub not covered in these regulations shall be resolved on an individual basis by the Board of Trustees of Lakewood Estates.*

LAKEWOOD ESTATES HUB RESERVATION FORM

Mail: 700 Parnell Dr., Branson, MO 65616 or email BransonLakewoodEstates@gmail.com

I am requesting to reserve the HUB for my exclusive or non-exclusive (choose one)

use on _____(date); between time of _____am/pm and _____am/pm.

There will be approximately _____ (number) people present and this is not an exclusive event for Lakewood Estates residents.

I have been provided with a copy of the current Board of Trustee Hub Use Guidelines dated

_____. I understand that I must be present at all times during the event and will be responsible for any damage that occurs during my event.

If your event will have more than 25 people in attendance, a damage deposit of \$100, checks made payable to the Lakewood Estates Condominium Association is due at the time this form is submitted. Your check will be returned to you after the event if guidelines are followed and no damage is done to the property.

Resident Signature & Date

Printed Resident Name

Resident Address

Resident Phone Number

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LAKEWOOD ESTATES USE ONLY

Form Received: _____ (date) by _____(name)

Check Number Received: _____ (if applicable) _____ (date received)

Board Approval: October 12, 2022