



Homeowners Association

CLUBHOUSE RESERVATION, TERMS & CONDITIONS

Residents must be current on HOA dues and within compliance of our Covenants & Restrictions in order to proceed with a reservation.

By proceeding with this agreement, the Homeowner agrees to "Hold Harmless" Shadowbrook Lakes Homeowners Association Members and its Board of Directors should any accident or injury occur to the homeowner or guests during the use of the Clubhouse and other facilities.

RESERVATIONS DETAILS

Homeowner's Name: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Type of event Clubhouse is being used for: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Times of Event: \_\_\_\_\_ to \_\_\_\_\_

Approximate number of people attending event: \_\_\_\_\_ (not to exceed 60 people, by order of the LA Fire Marshall)

Gate Open Request (check one):  Yes  No Gate Open Request Times: \_\_\_\_\_ to \_\_\_\_\_

SBL is a gated community, therefore the gates remain closed at all times unless a prior request is made. If you would like to make a request to have the gates open for entry into your event, please indicate that above. We cannot guarantee open gates, but we will do our best to honor your request.

LEADING UP TO YOUR EVENT

RESERVE A DATE. Please review, print, and fill out this Clubhouse Reservation Form. Once you have fully filled-out the rental agreement form, rental fee, and damage deposit is received by Magnolia Management Services, you will receive an email confirmation for your reservation. Remember, rentals are on a "first come, first serve" basis so please be sure to submit all forms and payments in a timely manner to reserve your date.

NO SALES EVENTS. Shadowbrook Lakes Homeowners Association is a non-profit organization and does not allow the clubhouse to be used for sales events.

RESIDENTS ONLY. The Clubhouse rental is for use by residents of Shadowbrook lakes only. No outside rentals allowed. Resident who signed the rental contract must remain on Clubhouse premises during rental time.

PAYMENTS. Your payments are due with the submission of this Clubhouse Reservation Form. Payment must be made in full in order to reserve your dates. A check or e-payment must be made by the Homeowner requesting the rental. Payments made by non-homeowners will not be accepted. Checks should be made payable to Shadowbrook Lakes HOA and mailed to the following address:

Shadowbrook Lakes HOA
C/O Magnolia Management Services
PO Box 87234
Baton Rouge, LA 70879

