

**THE LAKES HOA  
BOARD OF DIRECTORS**

**GATEHOUSE USAGE POLICY**

**(PLEASE READ THE POLICY BEFORE SIGNING)**

1. **Event Type Restrictions:** The gatehouse shall be available only for private parties or meetings of social, non-commercial, non-religious, non-political organizations. It shall be reserved for the exclusive use of Lakes residents in good standing with the homeowners' association (HOA) and their immediate families. The resident reserving the gatehouse facilities for a party or meeting **MUST** be present throughout the event. Primary usage of the gatehouse is reserved for Lakes Homeowners Association and Ladies Club events. The secondary use is by residents for their private social parties and functions. At no time will the gatehouse be used for public meetings.
  
2. **Maximum Number in Gatehouse:** Due to the size of the gatehouse and its proximity to resident property, and fire regulations, the maximum number of people permitted to attend any one party or meeting shall be limited to 100, the sole exception to this rule being the annual homeowners meeting or any special meeting of homeowners. In the case of parties for minors, a maximum of 50 minors may attend a function in the Gatehouse and there must be one adult supervisor per ten minors.
  
3. **Liability:** A waiver releasing the Lakes Homeowners Association from Liability for usage must be signed well before the event and given to Candy Fitch who will forward it to The Lakes HOA. Likewise, these policies must be read and signed before the event, a copy going to the Homeowners' Association and the resident.
  
4. **Fees:** First use each year is complimentary for every household. After this initial complimentary use, the Gatehouse can be rented for a fee of \$75 per event. In addition, before each use of the Gatehouse a **non-refundable \$60 cash**, post-event cleaning charge must be paid and a **\$200.00 (check) refundable** damage/extra cleaning deposit will be required. The damage/extra cleaning deposit will be refunded after the facility has been inspected for damage, cleaned and found free of the necessity of extra, heavy cleaning. Should any damage occur to the Gatehouse, gates, landscaping, or area surrounding the Gatehouse during the event, The Lakes Homeowners' Association Board of Directors will be responsible for making arrangements for repairs; the cost of repairs will be taken out of the refundable deposit. However, any costs not covered by the deposit will be the responsibility of the person or persons contracting the use of the Gatehouse. (These fees do not apply to Lakes Homeowners' Association functions.) Checks should be made out to The Lakes Homeowners' Association and given to Candy Fitch at the time of reservation.
  
5. **Reservations:** All residents are permitted to use the gatehouse. Reservations will be made on a first come, first serve-basis, by contacting Candy Fitch, 626-7879. Any cancellations should be reported as far in advance as possible.
  
6. **Key, Gatehouse Preparation, and Usage:** By pre-arrangement with Candy Fitch, a key to the Gatehouse may be obtained the day before or morning of the event in order to make the necessary party arrangements. Residents are welcome to use the folding tables and chairs and refrigerator. Homeowners are requested not to use the lower "guardhouse" area or the back carpeted office on the exit side of the building. Arrangements for key return must be made with Candy Fitch.
  
7. **Parking:** All guests of private functions are requested to park in the provided parking spaces. If necessary to park within the subdivision, cars must be parked on one side of the road only, to prevent blocking traffic to residents. It is the homeowner's responsibility to assure that no cars are parked on the grass of the gatehouse or on private property.
  
8. **Gates:** If gates need to be opened, arrangements must be made through request in writing to the Homeowner's Property Management Co. (Rodney @ 985-624-2900), one week prior to the event or through the website: lakeshoa.com (comments section)
  
9. **Smoking, Alcohol, Noise, etc.:** No smoking is permitted in the gatehouse at any time. If guests smoke outside, please assure butts are placed in ashtrays, not tossed onto the lawn. The consumption of alcoholic beverages on the premises is permitted within reason. No controlled substances, weapons, firearms or fireworks are permitted at the gatehouse at any time. It is hoped that homeowners and their guests enjoy the Gatehouse, but noise levels should be monitored and loud music should be ended by 10:30PM. Bands can perform outside in back of the Gatehouse, but noise levels must be monitored.

10. **Minors:** Events must be chaperoned by adult residents at all times during usage of the Gatehouse by minors. A MAXIMUM OF 50 MINORS AND A MINIMUM OF 1 SUPERVISOR PER 10 MINORS IS REQUIRED. IN ADDITION, FOR MINORS AGED 11 AND UP, A SECURITY GUARD MUST ALSO BE ON DUTY FOR PARTIES OF 30 MINORS OR MORE.

- FOR SAFETY REASONS, ALL MINORS MUST REMAIN INSIDE THE GATEHOUSE OR ON THE GATEHOUSE PORCHES AFTER DARK. FAILURE OF CHAPERONES TO ADEQUATELY ENFORCE THIS RULE WILL RESULT IN A FINE AND/OR SUSPENSION OF FUTURE GATEHOUSE PRIVILEGES.
- At no time will the serving of alcohol to minors be permitted.
- During daytime parties, inflatable jumping equipment or other amusement equipment may not be placed in the back area of the Gatehouse but may be placed in the front if no landscaping is damaged; any injuries which result from the use of introduced amusement equipment will be the responsibility of the renter and not the responsibility of The Lakes Homeowners' Association or Board of Directors.
- Minor children are to be supervised by adults when inside or in daylight, outside on Gatehouse grounds.
- For parties not requiring a security guard, chaperones should be prepared to call police if uninvited persons "crash" the party and refuse to leave or if behavior becomes in any way destructive.

11. **Trash and Garbage:** The guidelines listed below are to be followed with each use of the gatehouse:

- Always use trash can liners in kitchen trash cans.
- ALL OF YOUR FOOD, TRASH AND GARBAGE MUST BE REMOVED. THERE IS NO GARBAGE PICK-UP FOR THE GATEHOUSE.
- Rinse all garbage receptacles as needed for sanitary reasons before locking up Gatehouse.

**TAKE ALL GARBAGE HOME!!!**

12. **Gatehouse Supplies:** ANY DRINKS, FOOD, OR SUPPLIES ALREADY ON THE PREMISES BELONG TO THE LAKES HOMEOWNERS ASSN., AND SHOULD NOT BE CONSUMED FOR PRIVATE PARTIES. RESIDENTS WISHING TO DONATE UNUSED SODA OR OTHER NON-PERISHABLE SUPPLIES ARE WELCOME TO DO SO.

13. **Closing Gatehouse:**

- ❖ In warm weather months, set air-conditioning at 85 degrees. In cool weather months, set the heater to 60 degrees. There are 2 thermostats, one by the door facing Longvue Drive, and the other by the restroom door.
- ❖ Turn off all lights and lock doors.

I have read the above policies and agree to abide by them.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homeowner

\_\_\_\_\_  
Address of Resident

\_\_\_\_\_  
Witness