



PARK RESERVATION FORM

Date Submitted: ____/____/____

Please fill out all applicable information

Representative/Person in Charge: _____ Telephone #: ____-____-____

Group/ Organization: _____ Type of Function: _____

Address: _____ Lot #: ____

Email: _____ Date Requested: _____

Maximum Number of People Attending: _____ Start: _____ AM/PM End: _____ AM/PM

Do you require back gate access for additional parking? ☐ Yes ☐ No

Please check all facilities being requested:

☐ **Upper Park Shelter** (must be a member of LJE) Unlock Power Boxes ____ Yes (4 hour max) **\$35.00**

☐ **Lower Park Shelter** (must be a member of LJE) (4 hour max) **\$35.00**

Unlock Power Box ____ Yes Unlock Water ____ Yes

☐ **Baseball Field** (requires submission of Liability Waiver for sports organizations) (2 hour max) **\$7.00**

☐ **Soccer Field** (requires submission of Liability Waiver for sports organizations) (2 hour max) **\$7.00**

PLEASE TOTAL \$ _____

Make checks payable to "Lake Jane Estates" and write separate checks for the reservation fee and the \$100 damage/clean-up fee. Mail checks and this reservation form to Lake Jane Estates Park Reservations, PO Box 7453, Bonney Lake, WA 98391.

Acknowledgement:

I agree to abide by all rules and regulations of Lake Jane Estates and to supervise all activity on the premises, and to comply with and enforce the Lake Jane Estates Park Use Requirements during the time allocated for use by my group/organization. I further agree to pay for all damages to the facilities at Lake Jane Estates that may be caused by my group/organization (other than normal wear and tear). It is also understood that Lake Jane Estates reserves the right to cancel any reservation at any time should a conflict arise with use of the facilities (an appropriate refund would be made). Furthermore, I and my group/ organization agrees to not hold the Lake Jane Estates Homeowner's Association or any of its officers, employees, agents, representatives, successors, volunteers, or assigns liable for any and all accidents, injuries, damages or monetary loss from my group/organization's use of the facilities.

SIGNATURE Date: ____/____/____

Note: You will be contacted to confirm your reservation. Contact the Assistant Treasurer if you have questions.

Lake Jane Estates Use Only

Paid \$35/\$35/\$7/\$7 ☐ Yes ☐ No Date: ____/____/____

Paid \$100? ☐ Yes ☐ No Date: ____/____/____

Forfeited D/C Fee? ☐ Yes ☐ No

Approved: ☐ Yes ☐ No _____



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PARK USE REQUIREMENTS

- The reservation fee is \$35 for each area being reserved. This fee is non-refundable and must be paid in advance.
- A four hour limit applies to any and all reservations of the Upper Park Shelter or Lower Park Gazebo. A two hour limit applies to any and all reservations of the baseball or soccer fields.
- There is a \$100 damage/clean-up deposit per group/reservation. This deposit will be refunded if the Park Use Requirements are met by you and confirmed through inspection by a Park Committee or Lake Jane Board member (or their designee) after your event.
- As stated in the LJE Rules and Regulations, parties of 35 persons or more **must** reserve the facility or facilities.
- The maximum number of people allowed in any one area is 75. The maximum number of people for all three areas is 150. Thus, parties may NOT exceed 150 people. For example, if your party will have 100 people, you would need to reserve at least two areas for your event.
- For groups of more than 75 people, you **must** provide **an additional** Honey Bucket or equivalent.
- **NO ALCOHOLIC BEVERAGES ARE PERMITTED!**
- A member must be present at all times during your event, unless you are solely reserving the ball/soccer field.
- Only members in good standing, which includes membership assessments/dues being current, may reserve the park.
- At the conclusion of your event, you must conduct all applicable clean up duties including:
 - Pick up all trash and empty trash cans into the dumpster in the parking lot.
 - Sweep up and dispose of all debris (bring a broom and dustpan for this).
 - Remove spills from tables and concrete pads (bring a bucket of water and brush for this).
 - Remove all directional signs, balloons, banners, and decorations.
 - Return picnic tables to their original arrangement.
- You must comply with Lake Jane Estates' Rules & Regulations. For a complete list of rules, please refer to Lake Jane Estates' website at www.lakejane.org.
- You and your guests may NOT park in a lot other than the lot for the Park Area(s) you have reserved. For example, if you reserve the Lower Park, no one in your party may park in the upper parking lot.
- Reservation of the boat launch area is not allowed. Parking at the boat launch area is not allowed.
- If you are reserving anything other than the ball/soccer field, you must be a member of Lake Jane Estates
- **FAILURE TO COMPLY WITH ANY OF THE ABOVE REQUIREMENTS WILL RESULT IN FORFEITURE OF THE ENTIRE \$100 DAMAGE/CLEAN-UP FEE.**

**NOTE: If you arrive and a group is using your area and refuses to leave,
call a Board Member and request assistance.**



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BALL FIELD LIABILITY WAIVER FORM

If a party wishes to use the Lake Jane Estates' ball field on behalf of an organized sports league or team, this Liability Waiver must be signed by the authorized officer or agent of the league. This Liability Waiver must be signed whether or not you are member of LJE. This Liability Waiver must be signed whether or not the ball field is reserved. Additionally, you must provide LJE with a standard insurance policy for the group/organization. Lake Jane Estates does NOT provide insurance coverage. Your group/organization's insurance policy must include:

- Name and date(s) of events being covered.
- Language stating that Lake Jane Estates is not liable for the payment of any premium or assessment on the policy.
- Language naming Lake Jane Estates as additional insured.
- General liability limits of \$1,000,000 comprehensive insurance and \$50,000 damage to property.
- A products liability insurance endorsement if food and/or beverages are to be sold or given away.

AUTHORIZATION

I hereby certify that I am the authorized agent of the group/organization submitting this application. By signing this Liability Waiver Form, I certify that I have read and the group will abide by the Park Use Requirements, including, but not limited to, Lake Jane Estates' Rules & Regulations. Furthermore, by signing below, I agree and the group/organization I am the agent of agrees to not hold the Lake Jane Estates Homeowner's Association or any of its officers, employees, agents, representatives, successors, volunteers, or assigns for any and all accidents, injuries, damages or monetary loss from my group/organization's use of the facilities.

By signing below, I certify the group/organization's insurance policy includes the items listed above. I further certify that this insurance policy will not be cancelled without thirty (30) days prior written notice to Lake Jane Estates.

Signature _____ Date: ____/____/____

On Behalf Of Group/Organization _____