

LAKE SUMMERSET ASSOCIATION
Sub-Regulations and Procedures Relating To
Reserved Use of the Lodge by LSA Members/Sponsors

TO LSA MEMBERS:

1. You may reserve the lodge for a private party or social function provided:
 - a. Your dues account with LSA is fully paid up.
 - b. It does not conflict with a scheduled Association activity in the lodge or a prior reservation.
 - c. All guests attending a private function held in the LSA lodge will be admitted as guests of the LSA member renting the lodge. The member is personally responsible for the actions of their guests.
2. Subject to the foregoing, you may use the lodge for your private party or social function. Use of the Lodge for commercial purposes, i.e., marketing of use services or products is prohibited.

PROCEDURE:

- a. Obtain a form entitled "Application for Permit for Reserved Use of the Lodge" from the LSA office. Complete the form and mail it with the required fee to:

Lake Summerset Association
1202 Lake Summerset Rd.
Davis, IL. 61019

A down payment of \$100 must accompany the application.

Balance of the fee, plus the security deposit must be paid 30 days prior to the reservation. A 50% refund will be made for cancellations made within 15 to 30 days - no refund will be made for cancellations made 14 days or less.

3. The fee is determined by the following, plus a \$200 Security Deposit. Rentals must be member sponsored. Clean-up fee is included.

Fee if kitchen is <u>not to be used</u> \$ 650	Fee if kitchen is <u>to be used</u> \$ 850
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(300 people is the maximum allowed by fire code.) Eight chairs per table is recommended for a total seating capacity of 192 excludes Bridal Party Head Table.

The security deposit will be returned after the Lodge (and) Kitchen has been inspected by Lake Summerset Association personnel and found to be in proper order. However, the following charges will be levied for any infractions:

Glitter	100.00
Bubble Machine	100.00
Confetti	100.00
*Use of "released" helium balloons left in lodge	100.00
Decorations stapled or nailed	50.00
Decorations not removed	40.00
Replacement of cigarette burned floor tile (per tile)	100.00
Fireplace remote not returned	50.00
Trash & litter not removed & placed in receptacles	50.00
**Beverages spilled and not cleaned up	50.00
Keys not returned to guardhouse or LSA office drop box	35.00
Evidence of smoking	100.00

*The use of "released" helium balloons pose a unique fire hazard if they were to get caught up in the lodge ceiling fans.

**Key to lodge utility closet is on rental key ring. Utility closet is located between the men's and women's bathrooms and contains mop/sink/water bucket on wheels & a "Caution Wet Floor" sign to use until area is dry.

Member is responsible for all damages. Damages will be assessed at repair costs.

4. After your application is approved, you must submit to the guardhouse or the LSA office 24 hours before your set-up a *typed alphabetical list* of the names of the individuals helping with your set-up and also 24 hours before your event a *typed alphabetical list* of the names of the guests who have been invited. No non-member guest will be admitted through the gate by the LSA guards unless the name appears on the typed list you submit.
5. The lodge shall be available after **4:30 p.m.** the night before the scheduled time of your event for party preparations. Check with the LSA office for availability.
6. This is a smoke-free facility. If any evidence of smoking, a fine of \$100.00 will be assessed.
7.
 - a. If serving alcoholic beverages free of charge, a certificate of your homeowners policy reflecting liability coverage, not less than \$500,000 combined single limit, shall be presented to the LSA office at least one month prior to the event.
 - b. No sale of alcoholic beverages, tickets, or solicitation of donations may be done.
8. If, in the opinion of the Manager, chaperons or security persons are desirable for a reserved function, such person shall be secured by the member and approved by the Public Safety Manager, or may be secured by LSA and paid for by the property owner.

9. When applying for private party use of the lodge, the member is deemed to have promised and guaranteed to reimburse the Association for the full cost of repairing any damage to the lodge building or its furnishings, or to any other Association property which is caused by those attending the party. All evening parties must end no later than midnight and Lodge must be vacated by 1 am, and keys returned immediately to Guard House.
10. When any "private party" is in progress, non-invited members of the Association will be excluded from the main lodge room but they shall be given access to the lobby and restroom. It is the responsibility of the member-host to politely inform non-invited LSA members that a private party is in progress and to ask them to leave the main lodge room.

SET-UP/DECORATING:

Time may be arranged to decorate and set up the evening before provided the lodge has not been rented to another party. The lodge is not available for set-up on Fridays until after 4:30 p.m. Set-up must be done by 11 p.m., or you may come in the morning of the event. Make arrangements with office for lodge keys.

1. Please keep all doors to lodge closed and locked during your set-up time. It will keep unwanted visitors out while you are setting up or decorating. Remember, you are responsible for securing the lodge while you have the keys. (Public access to restrooms still to be open)
2. Lights are located on the wall by the kitchen door. Hallway and parking lot lights are timer controlled. Ceiling fans are operated by controls just to the right as you enter the lodge.
3. Use tape or string for decorations **ONLY! NAILS, TACKS OR STAPLES** may not be used on furniture or curtains. All tape, string and decorations must be removed from lodge, tables and chairs when finished and lodge sign at Lake Summerset Rd.
4. **DO NOT** stack or place in storerooms upholstered chairs. Use table dolly for moving all folding chairs and tables. **DO NOT** drag or slide chairs, tables, trash etc. across lodge floors. If furniture is moved in lodge, it must be returned as shown on lodge diagram.
5. **DO NOT** remove quilt pictures from wall at any time.
6. Lodge furniture is not to be used outside of lodge.
7. The day of your party, pick up keys at LSA office (guardhouse if closed). You need to have one person stay in the lodge to let in your caterer, band or bakery. **SECURITY WILL NOT BE AVAILABLE FOR THIS SERVICE.** Ask your designated person to make sure all doors are shut and locked when they leave.
1. Dust mops, brooms and an 8' ladder are in the closet in storage room next to fireplace. Water and trash bags are located in utility closet next to Men's Room. Trash bags are also in the kitchen.
9. Trash pickup and decorations must be removed prior to leaving.

1. Remove all special decorations as you are expected to leave the lodge "picked up" and free of trash and litter. Use garbage cans and please empty any liquids from all containers before placing in garbage cans.
2. LOCK ALL DOORS SECURELY AND RETURN KEYS IMMEDIATELY TO THE GUARDHOUSE. FAILURE TO DO SO WILL RESULT IN A \$35 KEY CHARGE.

ADDITIONAL INFORMATION FOR RENTAL OF THE LODGE

1. Number of Tables:
 - *24 - 60" – Round (Polyethylene Top)
 - 5 - 8ft (Polyethylene Top)
 - 2 - 6ft (Polyethylene Top)Chairs: 176 – (Metal) 140 – (Polyethylene)
Square wooden tables: 9 matching chairs: 36
2. If any additional wood tables are needed, check with the LSA office for availability two days prior to your event.
3. Your caterer will need at least 4 tables for serving. Your D.J. will need 2.
4. If your application has requested use of the lodge kitchen facilities, you must furnish your own kitchen utensils, pans, serving plates, silverware, coffee urns, towels, etc.

***Eight chairs per table is recommended for a total seating capacity of 192 excludes Bridal Party Head Table.**

IN CASE OF AN EMERGENCY

Emergency phone now located outside lodge at NE exit door by kitchen. No coins needed for emergency calls.

AED and First Aid Kit are located in lodge foyer.

Revised and adopted by the LSA Board
of Directors 12/13/10
Revised 10/7/15
Revised 10/9/17