

# Montclair Property Owners Association

## Picnic Area Reservation for Private Functions



Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Check One: ☐ Own ☐ Rent

\_\_\_\_\_ Check one: ☐ Home ☐ Cell ☐ Work \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email Address \_\_\_\_\_

### Reservation Details

Date \_\_\_\_\_ Number of Guests (see maximums below) \_\_\_\_\_ Type (birthday, family, etc.) \_\_\_\_\_

Location (Check one):

☐ Dolphin Beach (60 attendees) ☐ West Beach (40 attendees) ☐ Beaver Landing (25 attendees) ☐ Kids' Dominion (25 attendees)

Time (Check one): ☐ 10 a.m. – 2 p.m. ☐ 3 – 7 p.m.

**Please attach a copy of the declaration page of the homeowner's insurance policy.**

**As a sponsor for this private function, I will remain in attendance for the duration of the function and ensure that all trash and debris are disposed. I understand that I will be financially responsible for any damage or clean-up resulting from this private function. I additionally understand that no glass containers or alcoholic beverages are permitted at this function.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Addendum

We/I are sponsors of a private function to be held at a recreation area owned by the Montclair Property Owners Association ("MPOA").

We/I agree that we/I are/am responsible for adherence to the Amended Declaration for Montclair and Bylaws, including all amendments and supplementations thereto, and the MPOA Community Guidelines for use of MPOA recreational facilities.

We/I hereby indemnify and agree to hold harmless the Montclair Property Owners Association, Inc., its Board of Directors, officers, employees, members and/or agents, from any and all injuries, damages, causes of action, claims or obligations, consequential and/or incidental damages and/or costs (including attorney's fees) of defense arising out of or surrounding property owned by MPOA, from any action or omission of the sponsor(s), his/her/their family members, agents, employees, invitees, or licensees, or from any cause whatsoever.

Signature \_\_\_\_\_

#### For Office Use Only

Check One: ☐ Approved ☐ Denied

Reason for Denial \_\_\_\_\_

Date \_\_\_\_\_

## Important Information for Picnic Area Reservations

Reservation of picnic areas is limited to **Members** in good standing who possess a valid Montclair Recreation Photo ID (RPID). Reservation requests are on a first come, first served basis according to the following priority levels:

- **30 Days Prior to Beach Opening**  
Reservations by Members, their families and informal groups comprised primarily of Montclair Members.
- **21 Days Prior to Beach Opening**  
Reservations by non-profit organizations based in Montclair, and public schools serving the Montclair community.
- **14 Days Prior to Beach Opening**  
Reservations by non-profit, social, and informal organizations not based in Montclair.  
Reservations by for-profit organizations must be reviewed and approved by the Board of Directors.

Limit one active reservation per household. Reservations are accepted for the summer season only (Memorial Day weekend through Labor Day weekend). Reservations will not be accepted for the following dates: Memorial Day weekend, Montclair Day, Independence Day, Labor Day weekend, as well as additional dates as set by the Community Events Committee. Picnic areas are available for use by Members outside of the summer season on a first come, first served basis.

In addition to the Picnic Area Reservation for Private Functions form, Members must submit the following documentation:

- Copy of the declaration page of the homeowner's/renters insurance policy;
- Complete list of guests attending the function, submitted no later than 4 working days prior to requested reservation date.

Failure to provide these documents may result in the cancellation of the reservation by management staff.

Guests for picnic area functions are required to check in with the Recreation Guard on duty prior to proceeding to the picnic area. Guests not listed on the provided guest list and not valid RPID holders will be denied entry to the recreation area. Use of parking lots at the recreational facilities is limited to drivers with a valid Montclair Recreation Photo ID. Guests not residing within Montclair attending functions at the picnic areas must utilize street or other alternate parking.

The Member placing the Picnic Area Reservation request will be the "sponsor," and agrees to the following:

- Remain on-site throughout the reservation period;
- Assume responsibility for the conduct of guests, and their compliance with requests from staff;
- Ensure guest compliance with the Community Guidelines, including restrictions on alcohol consumption;
- Clean up of the picnic area at the conclusion of the event.

Guests not possessing a valid RPID must depart the picnic area immediately upon departure of the sponsor.

See Article 4, Section 4.4 of the Community Guidelines for a complete list of rules and regulations regarding picnic areas.

### Picnic Area Reservation Information

Date Requested: \_\_\_\_\_

Guest List Due By: \_\_\_\_\_

If your request is denied or requires further information, management staff will contact you at the number provided on your form. If you would like to confirm approval of your reservation date, contact our office at (703) 670-6187.