Leeward Subdivision Homeowners' Association, Inc.
PO BOX 3416
Pensacola, FL 32516-3416

Notice and Request for Use of Facilities

Leeward Subdivision's Facilities (i.e. common areas such as the parks, the pool, and etcetera) are intended for the <u>private</u> use and enjoyment of residents and their guests.

Any use of the Facilities for purposes other than for the private use and enjoyment of residents and guests requires prior approval from the Homeowners' Association. Use of the Facilities by 15 or more residents and guests to conduct any event or gathering requires prior approval from the Homeowners' Association. A refundable deposit of $1000.00 is required; the Homeowners' Association may require a larger deposit for certain events and gatherings.

This completed form and all documentation and refundable deposit required hereby are to be received for review and approval by the Homeowners' Association at least 21 days prior to the scheduled event. Users will be solely responsible for any damage to the subdivision and to private property. Additional maintenance costs (i.e. bathroom and pool upkeep) and costs to repair any damages will be deducted from the deposit; prompt action will be taken to collect costs exceeding the deposit amount.

☐ 1.   DESCRIBE PURPOSE OF EVENT OR GATHERING

_____

_____

_____

_____

☐ 2.   DESCRIBE ACTIVITY (IES) PLANNED

_____

_____

_____

_____

☐ 3.   DESCRIBE INTENDED USERS

_____

_____

☐ 4.   ESTIMATED NUMBER OF ATTENDANTS

_____

☐ 5.   ESTIMATED NUMBER OF PARKING SPACES NEEDED

_____

☐ 6.   DESCRIBE SECURITY AND TRAFFIC CONTROL MEASURES TO BE IMPLEMENTED BY SPONSOR

_____

_____

☐ 7.   DATE(S) AND TIMES OF EVENT OR GATHERING

_____

_____

☐ 8.   COPY OF GENERAL LIABILITY INSURANCE INCLUDED

☐ 9.   ACTIVITY SPONSORED BY:

Entity Name:
Name of Responsible Party:
Title of Responsible Party:
Address:
Telephone Numbers:

☐ 10.   STATEMENT BY SPONSOR:

"As sponsor of this activity, I accept full responsibility for this event and assume all liability resulting there from."
Signed:
Dated:

FOR USE BY THE HOMEOWNERS' ASSOCIATION

Received By:
Date:

Reviewed By:
Disposition: APPROVED ( )   DISAPPROVED ( )
Additional Deposit Required: YES ( )   NO ( )   Amount: $
Total Deposit Received: $
Comments:
Date of Notice to Sponsor: