

THE ACACIA ASSOCIATION
REQUEST for APPROVAL TO USE COMMON AREA(S)

FAILURE to COMPLETE this FORM and OBTAIN APPROVAL PRIOR to
STARTING this ACTIVITY WILL RESULT in MINIMUM \$100.00 FINE

THIS PROCEDURE MUST BE FOLLOWED for DEPOSIT RETURN!

NAME: _____

___ ADAMS

ADDRESS: _____

___ BURNHAM

___ CLARK

PHONE: _____

___ DEARBORN

___ EVANSTON

DATE SUBMITTED: _____

\$100.00 security deposit is required.

RESPONSIBLE PERSON'S SIGNATURE: _____

DESCRIBE THIS ACTIVITY, LOCATION, EQUIPMENT THAT MIGHT BE SET UP INCLUDING INFLATABLE RECREATION STRUCTURES (LIST ALL SPECIFICALLY) and OTHER pertinent information, etc.:

___ I will erect the equipment personally. Date of Setup: _____

___ Contractor to install the equipment. Date of Removal: _____

NAME, ADDRESS & PHONE of CONTRACTOR: _____

DATE APPROVED: _____ **BY BOARD DIRECTOR** _____

GUIDELINES for USE OF COMMON AREAS

- 1. Use of Common Areas must be approved by a cognizant Board Director before erection of equipment begins prior to activity commencing.**
- 2. It is important to provide as much information as possible in order to expedite approval for this project.**
- 3. Location relative to your townhome and a sketch or drawing showing pertinent dimensions is very important.**
- 4. Types and numbers of equipments to be erected must be described.**
- 5. All equipments must be removed and area used must be returned to original status within five working days of use.**
- 6. Any damage to common areas must be rectified after inspection by the Director of Grounds and the Operations Manager.**