

ALCC request to use COMMON AREA or place Rental Equipment

Failure to complete this form and obtain approval **PRIOR to starting** this activity will result in a **minimum \$100.00 fine**

This procedure must be followed for deposit return

Name: _____

- _____ ADAMS
- _____ BURNHAM
- _____ CLARK
- _____ DEARBORN
- _____ EVANSTON

Address: _____

Phone: _____

Email: _____ can we email approval paperwork? Y/N

Date submitted: _____ \$100.00 security deposit may be required.

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: _____

Contractor email: _____ can we email approval paperwork ? Y/N

DATE APPROVED: #1 _____ (INIT. _____)

#2 _____ (INIT. _____)

APPROVED WORK *MUST* BE STARTED WITHING 40 DAYS OF APPROVAL OR A NEW APPROVAL WILL BE NECESSARY.

GUIDELINES for USE OF COMMON AREAS

- 1. Use of Common Areas for must be approved by a Board Director before erection of rental 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 equipment to be erected must be described.**
- 5. All equipment 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.**

