

**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

Address: \_\_\_\_\_

\_\_\_\_\_ BURNHAM

Phone: \_\_\_\_\_

\_\_\_\_\_ CLARK

\_\_\_\_\_ DEARBORN

\_\_\_\_\_ EVANSTON

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. \_\_\_\_\_)

Grounds Maintenance: #3 \_\_\_\_\_ (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 are very important.**
- 4. Types and numbers of equipment to be erected must be described.**
- 5. All equipment must be removed and the area used must be returned to original status within 48 hours of use.**
- 6. Any damage to common areas will be charged to the homeowner based on the cost of material and labor to repair. This assessment will be made by the Director of Grounds and the Operations Manager.**