

To all Pine Lake Residents:

It's that time of year again to apply for use of event space! Applications will be accepted until 4:30 pm on June 18, 2019. Successful applicants will have use of the facility with the rental fee being waived. Deposit and cleaning fees will apply.

Please see below for the Resident Application Form and Rules or contact City Hall for an application at 404-292-4250 ext 100 or prompt #2.

WAIVER OF RENTAL FEE FOR USE OF EVENT SPACE

To apply for use of the facilities between July 1st – December 31th of the calendar year your application must be received by **4:30 PM on June 18th**.

Please note that waiver is for the rental fee only. The \$250 deposit and cleaning fees of \$40 will apply.

Applicants will need to fill out the attached form in its entirety and submit to City Hall. You can submit in person during regular office hours, drop it through the slot in the door or e-mail it in at missyevartner@pinelakega.com. E-mail will be checked at 4:30 PM on the closing date. Applications received after 4:30 PM on that date cannot be considered.

Once the time period has closed staff will score the applications based upon the information provided on the application form. Every effort is made to accommodate requests, however the space is limited due to the increase in rentals. Successful applicants will be announced at the next council meeting. If approved you will then need to fill out the Facility Use Agreement, and submit your deposit and cleaning fee to City Hall. Your date(s) are not placed on the reservation calendar until the deposit, cleaning fee and Facility Use Agreement are received by City Hall.

If you wish to appeal the decision of Staff, please notify the City Clerk's office of your intent to appeal no later than 7 days prior to the next council meeting so that you can be placed on the Council Agenda.

RESIDENT APPLICATION FORM

Resident Name: _____

Resident Address: _____

Phone Number: _____ E-Mail: _____

What day(s) are you requesting to use the facility? _____

Which facility? _____ Clubhouse _____ Beach House

Describe the event you wish to hold: _____

Is your event open to the public? _____ Yes _____ No

If yes, will participants be charged an entrance fee? _____ Yes _____ No

Is an underserved population benefiting from your event? _____ Yes _____ No

If yes, please explain what population and how they would be benefiting.

Are Pine Lake residents benefiting from your event? _____ Yes _____ No

If yes, please explain how Pine Lake residents are benefiting from your event.

Are you flexible on the date/time or facility you require for your event?